DOORS ENTERPRISE

V5.0 User Manual

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Software Build:	5.01.0001

PROGENY
ACCESS CONTROL

Contents

Introduction **7**

Safety Notes **7**

What's New **8**

Card Manager ***8***

Event Viewer ***9***

System Builder ***9***

Access Manager ***10***

Update Hardware ***10***

Card Manager 11

Event Viewer 12

Roll Call 12

Photo Watch 12

Floors 12

Alarms 13

System Builder 13

Access Manager 13

Update Hardware 13

Doors Enterprise Server & Support Programs **14**

Doors Enterprise Server 14

Connector 15

Photo Server 15

Quick Start Guide **16**

Create the System Model 16
Add User Information 16
Going Live 16

Software Reference 17

Log In 17

System Builder 20

Starting Builder 20
Adding a Site 20
Adding a Connector 21
Adding a Door 23
Adding a SIM 27

Access Manager 30

Starting Access Manager 30
Adding Card Designs 31
Adding Card Packs 34
Adding Access Levels 35
Adding Time Zones 36
Adding Calendars 38
Adding Space Zones 39
Adding Anti-Passback Zones 41
Adding Floor Plans 45

Update Hardware 51

Update Options 51

Card Manager 53

About Card Manager 53
Creating Filters 58
Search Criteria 60
Fields 61

Order By 62
Page Setup 63
Results 64
Quick Search 66
The Toolbar 66
Menu Options 67
File 67
View 67
Change Wizard 68
Viewing Records 69
Editing Records 70
Details 70
Enabled, Valid From, Valid To & Access Levels 70
Change a Flexi Card ID 71
Add Photo of Card Holder 72
Access Levels 74
Event Viewer 75
The Toolbar 76
Creating a Report 77
Type 77
Who 78
What 79
Where 79
When 80
Order By 81
Options 82
Printing 83
Saving 83
Report Types 84

Floors ***85***
Status 86
Raising Alarms 87
Resetting Alarms 88
Alarms ***89***
Current Alarms 89
Actioning Alarms 90
Photo Watch ***91***
Server 92
Watch Settings 93
Display 94
Produce Reports **96**
Configuration Reports 96
Installing and Configuring Multiple Users **98**
Server Setup 98
Client Setup 99
Control Panel **100**
Archive Options ***101***
Automated Data Export ***102***
Automated Data Import ***103***
Formats 103
ADI for Space Manager 104
Automated Data Import (ADI) for Flexi-Cards 105
Using Flexi Card ADI 105
Guidance to Source Database Programmers 105
Source Data 106
Message Text File 107

Import Rules: 108
ADI for Existing Card Packs 109
Custom Card Format 110
Dormant Card Policy 111
Modems 112
Roll Call 114
Backup 115
LAN Adapter 116
Installing the Redirector Software 116
Configuring the Redirector 116
Using the Redirector 122
Advanced Settings 123
Appendix 125
Installing Doors Enterprise 125
System Specification 130
Minimum PC Specification 131
Hardware System Diagram 132
Index 133

Introduction

Doors Enterprises Software is designed solely for the purpose of administrating PROGENY P3 Access Control equipment. This software is designed to run on most Windows operating systems. The software is continually being developed and enhanced to incorporate new features. Updates are available via the Progeny web site, www.progeny.co.uk.

Support:

- Onsite training is available
- Telephone technical support
- Optional remote access (requires modem)
- Email mailto:support@Progeny.co.uk

Safety Notes

- Emergency egress via the access control system should always be made primarily using hard-wired (break glass, or fire relay) systems. Any features offered via the P3 network are for convenience only. If in doubt, check with your local Fire Officer.
- Every effort is made to ensure that this manual is complete and free from errors. However, we reserve the right to make changes to these products and this manual without notice.
- No liability is accepted for loss damage or injury as a consequence of using these products or instructions.

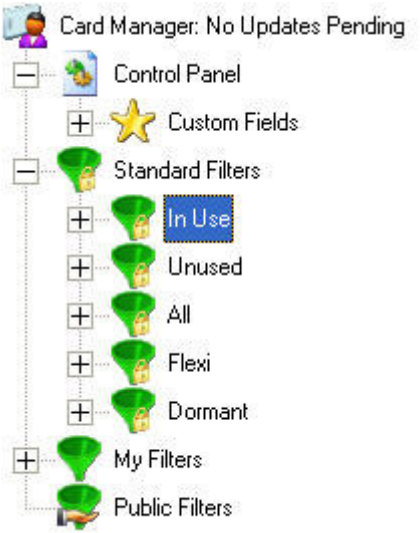
What's New

A lot of work has gone into simplifying the installation and configuration of the software. Fundamental to this has been the channelling of all data via the server.

At a glance:

- Up to 25 additional custom fields for the cardholder database.
- Custom filtered views of the card database.
- Automated connector management (no .P3C files or additional shortcuts in the Startup group).
- Time saving Cut & Paste, Copy & Past functions in system builder.
- 8 Calendars per site with unlimited forward planning.
- Simplified client server setup operates over smaller bandwidth.
- Support for directional card & PIN.

Card Manager



- Increased flexibility - create up to 25 additional custom fields for cardholders. Custom fields can be named and configured to be Text, Numeric, Checkbox or List Box type.

- Customisable filters – perform a quick search, or filter on complex criteria.
- Export results in .CSV format from the toolbar.

- Print individual cardholder details including photos.

- New view and edit screens to prevent accidental data changes.

Event Viewer

- Drill between Event History reports and Card Manager for cardholder information.

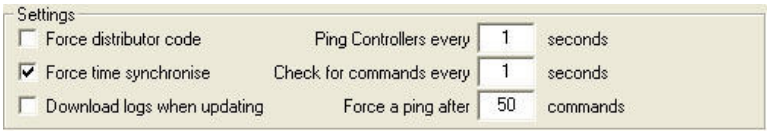
EventID	Card	ID	Cardholder	Location	Reader	DateTime	Event
64938	10	412372210010	Wilkinson Adam	BSB: Support	In	07-Jan-2005 07:45:41	Card OK
64937	10	412372210010	Wilkinso		Out	07-Jan-2005 07:42:58	Card OK
64936	10	412372210010	Wilkinso	Show Cardholder Record	In	07-Jan-2005 07:41:22	Card OK
64935	10	412372210010	Wilkinson Adam	BSB: Reception	Out	07-Jan-2005 07:40:50	Card OK
64934	10	412372210010	Wilkinson Adam	BSB: Reception	In	07-Jan-2005 07:38:12	Card OK
64933	10	412372210010	Wilkinson Adam	BSB: Support	Out	07-Jan-2005 07:38:10	Card OK

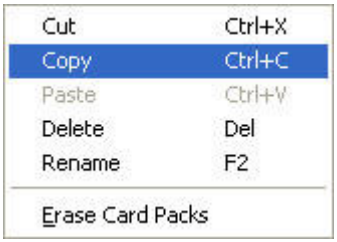
System Builder

- Improved client connector management in the following areas:
  - Ability to start and stop.
  - Live health status display of all controllers within a connector.

Name	Controller ID	Commands	Date Time	Logs
Office	000000000582	0	7-Jan-2005 11:40:16	0
Reception	000000003290	0	7-Jan-2005 11:40:02	0
Support	000000003971	0	7-Jan-2005 11:40:05	0

  - TCP protocol allows connection of new P3.GPRS controller.
  - Automatic configuration updates – no more P3C files.
  - Improved performance optimisation controls.



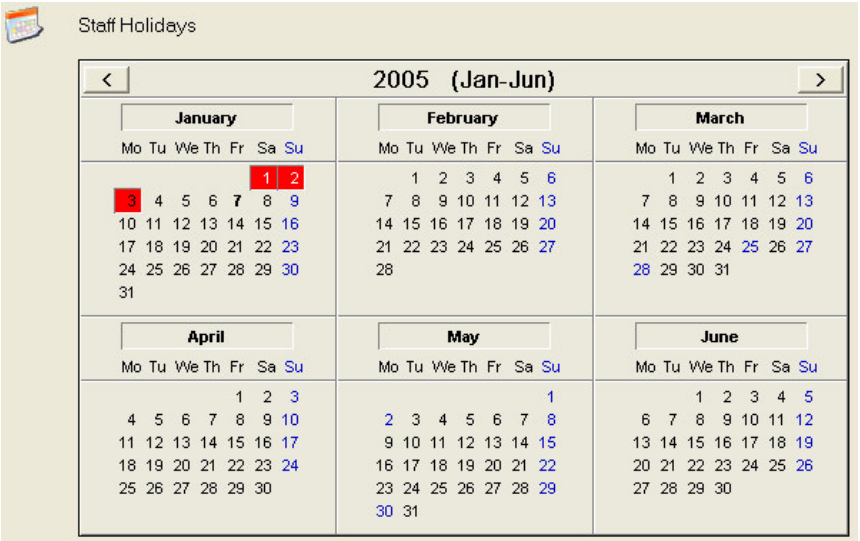


- **Cut and Paste** – easily move a door or P3 SIM to a different connector.
- **Copy and Paste** – create a door template and copy as required. This is particularly useful when creating large systems.

- **Door readers** – Directional Card & Pin (requires 3.18 firmware or greater).

Access Manager

- **Card packs** – provides progress feedback on large additions or changes.
- **Calendars** – create up to 8 calendars per site, plan as far ahead as required. The P3 controllers store up to 4 quarters of data. Each quarter the server updates the relevant 4 quarter data to the controllers. As with access levels and time zones each site can have its own collection of up to 8 calendars.

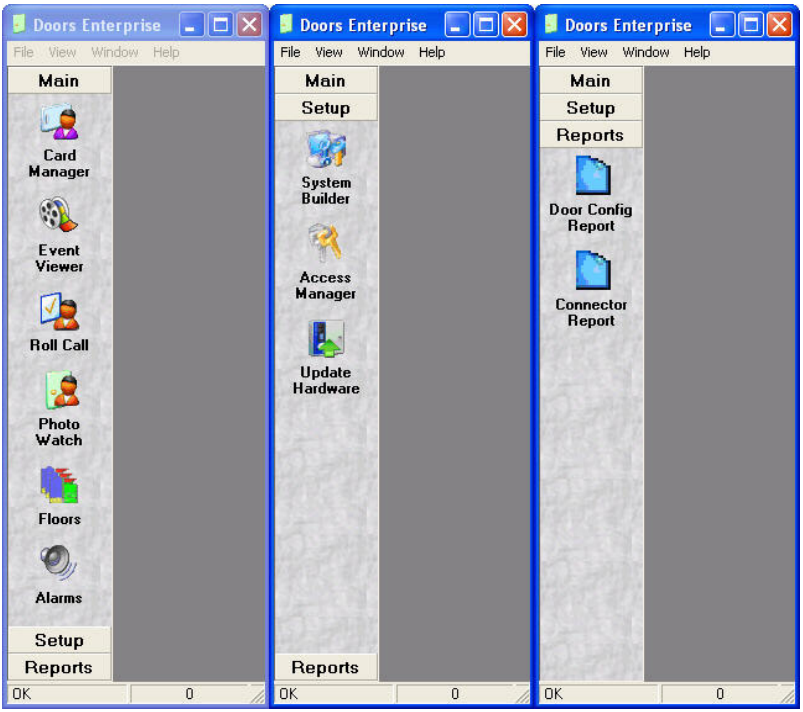


Update Hardware

- Supports P3-SIM configuration updates.

Doors Enterprise User Interface

This is the visible part of the software and consists of icon, tree and menu driven interfaces. It is designed to be intuitive and simple to operate, but also to allow implementation of complex controls and advanced features that are part of the P3 Access Control System. The software is navigated using tabbed tool bar down the left hand edge. **Main**, **Setup** and **Report** tabs are shown here.



Card Manager

This manages the users of the access control system. User information including photographs may be added here. The scope of access allowed for each user is controlled here, including access levels, valid from and to dates and pin numbers.

Event Viewer

Event viewer allows filtered views of user activity, both live and historical. Each view can be saved for future use and include a print or export facility.

Roll Call

This produces a roll call report.

Last Name	First Name	Title	Department	Last Known Location	Last Date	Roll Call
Bend	Ian	Mr	TD	Support	07/01/2005 07:30:51	In
Bonsall	Julian	Mr	Development	Office	04/01/2005 17:19:25	?
Briggs	Paul	Mr	Production	Reception	07/01/2005 10:00:01	In
Burby	Brett	Mr	MD	Office	07/01/2005 12:23:04	Out
Butt	Munawer	Mr	Support	Support	07/01/2005 12:33:25	?
Clemson	Anthony	Mr		Reception	07/01/2005 07:36:59	In
Clemson	Gillian		Production	Reception	06/01/2005 16:54:54	Out
Colquhoun	Steve			Support	07/01/2005 07:27:23	In
Dickinson	Gillian	Miss	Accounts	Office	07/01/2005 12:26:34	Out
Ellison	Mark	Mr	SD	Support	06/01/2005 07:27:07	?

Photo Watch

This launches a separate client program that can be set up to monitor cards presented at a given door. This program will then pop up on screen showing the photograph of the authorised cardholder.

Floors

Like Event Viewer, this opens a separate window to Doors Enterprise, allowing users to monitor the status of floor plans.

Alarms

The Alarms screen will pop up when an alarm is added, and will present the user with a list of alarms that require actions.

System Builder

This part of the setup section is used to build a software representation of the actual access control system. Properties of doors, controllers and readers are available in detail here. The system installer or commissioning engineer would typically use system builder.

Access Manager

Access manager controls all aspects of access control including:

- Photo ID Card Design
- Access Levels
- Card Packs
- Time Zones
- Space Zones
- Anti-Passback Zones
- Floor Plans

Update Hardware

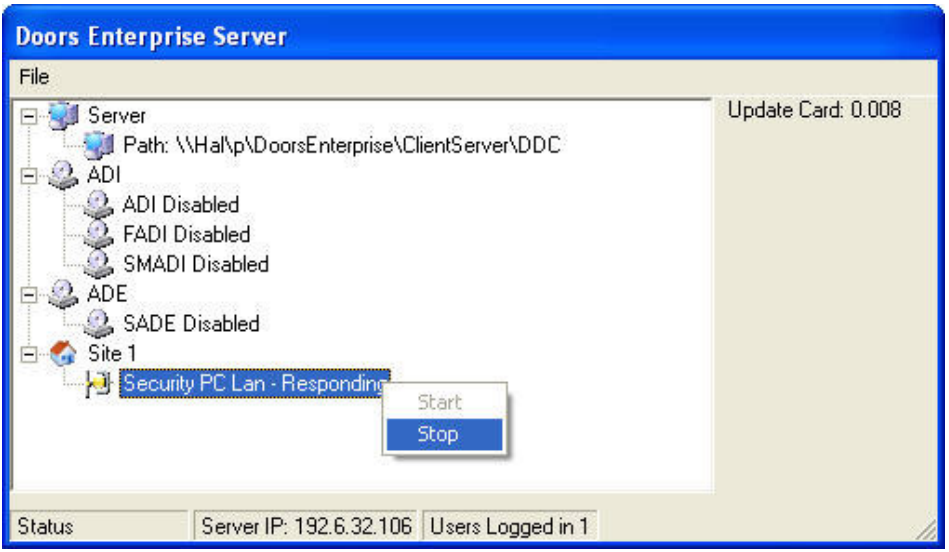
This tool controls the distribution of the access control configuration to the P3 access control system hardware. This process explored in further detail later.

Doors Enterprise Server & Support Programs

The following programs run as icons in the System Tray. Links for these have been added to the start up group, so they automatically run when the server is started.

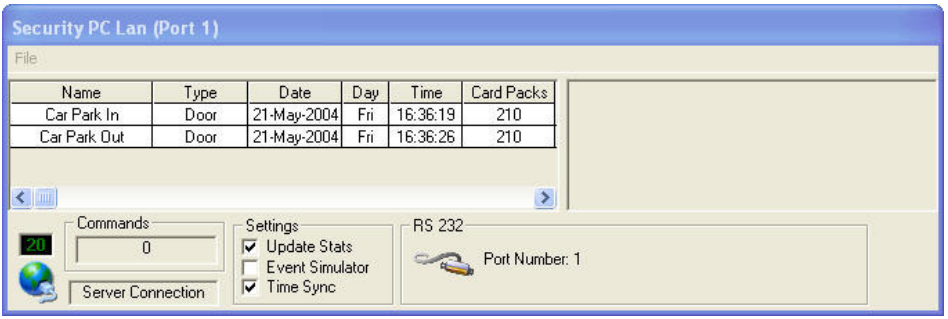
Doors Enterprise Server

This part of the software works behind the scenes to transfer information to and from all the various software components. From here, users can view and update the status of all connector files, as well as check data import schedules.



Connector

These programs deal with communication to the controllers via Local or Wide Area Network, Modem or COM Ports. The status of each Door or SIM within that connector is displayed.



Key

As the connector runs, the background colour of the row for a given controller will change. The below table explains this further.

	-	Controller is being pinged
	-	Commands are being sent to the controller
	-	Commands are awaiting acknowledgement
	-	Controller is responding
	-	Controller is not responding

Photo Server

This serves photographs to the Photo Watch program.

Quick Start Guide

In order to get your system up and running with minimum fuss, follow the steps below. The quick start guide does not explore the full functionality of Doors Enterprise. Follow the links to explore each procedure in more detail.

Create the System Model

- Install Door Enterprise on your PC
- Start Doors Enterprise and Log In
- Start System Builder
- Add a Site
- Add a Connector
- Add Doors to the Connector

The basic structure is now in place. Next add user and access information.

Add User Information

- Start Access Manager
- Add a Card Pack
- Add an Access Level
- Enable a Card

The server has been made aware of access levels and user information. Finally, the controllers must be updated with this data.

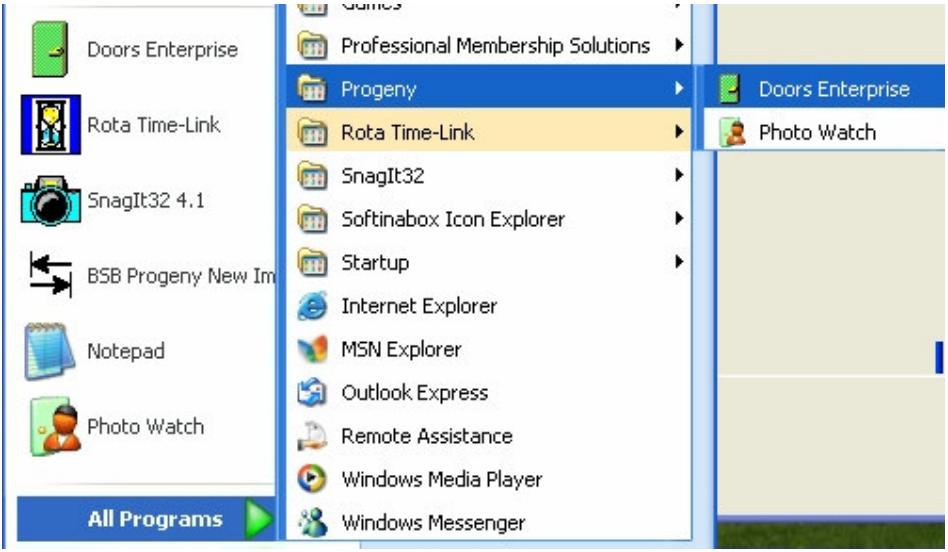
Going Live

- Update the Hardware

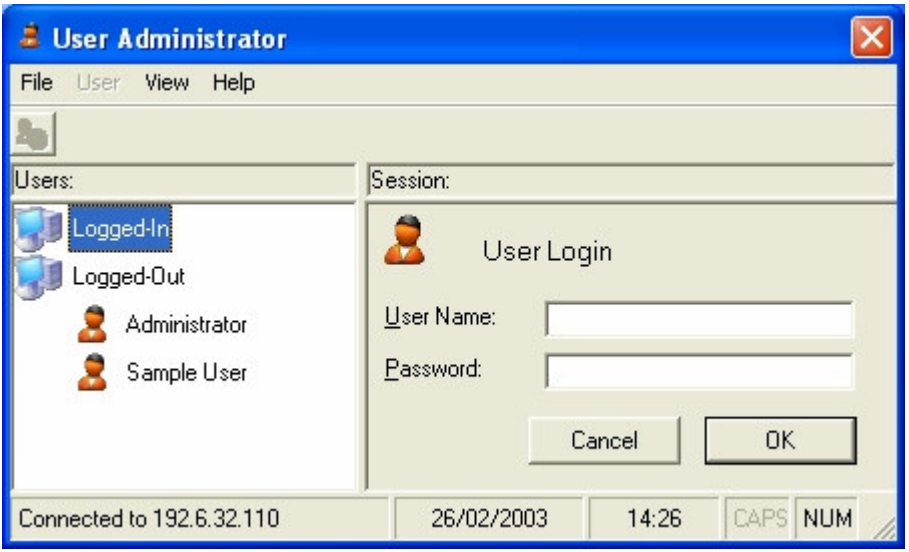
Software Reference

Log In

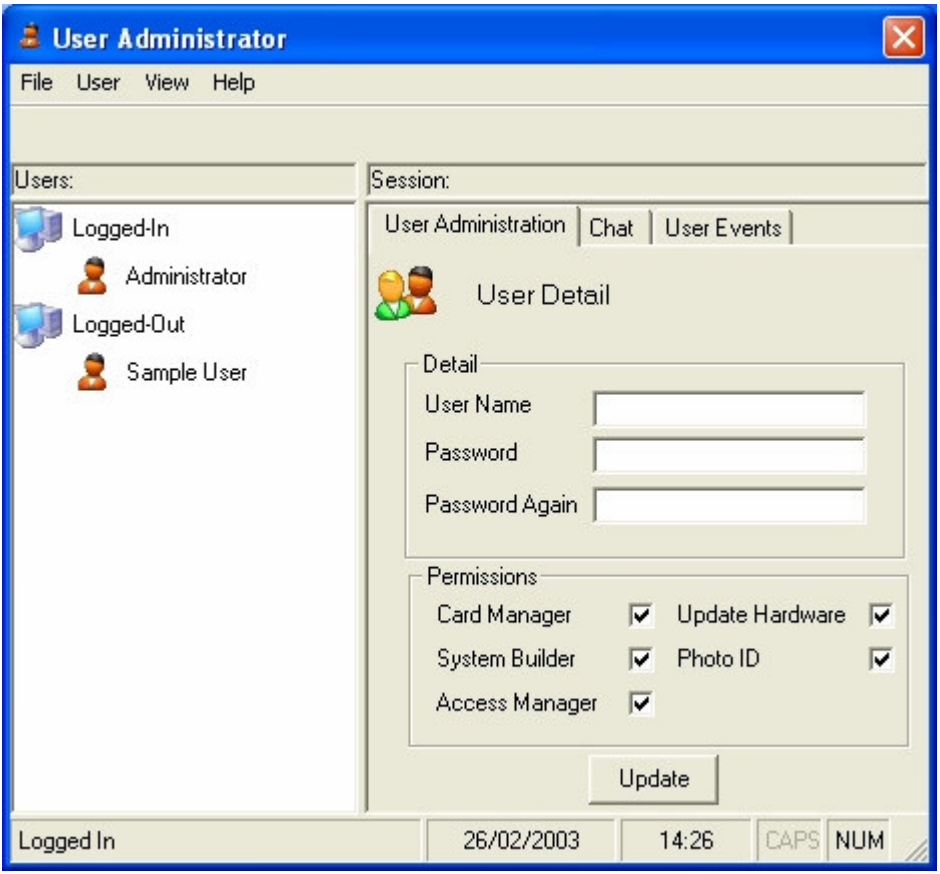
Start Doors Enterprise by clicking the icon on the Start Menu, or following the example below.



Enter your **User Name** and **Password.**



Log in as the **Administrator** to set user access to the system, or create new users.

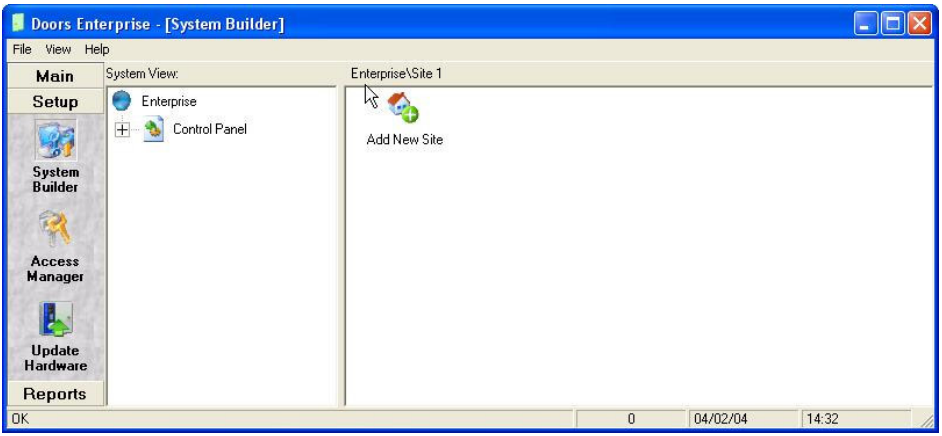

User Administrator
File
User
View
Help
Users:
Logged-In
Administrator
Logged-Out
Sample User
Session:
User Administration
Chat
User Events
User Detail
Detail
User Name
Password
Password Again
Permissions
Card Manager
Update Hardware
System Builder
Photo ID
Access Manager
Update
Logged In
26/02/2003
14:26
CAPS
NUM

System Builder

Starting Builder

The **Menu Bar** contains all the options available to the user to program the system.

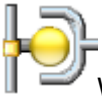
To setup the system, start **System Builder** by clicking the icon above. **System Builder** allows you to setup the structure of the access control system. When selected it brings up the following screen.



Adding a Site

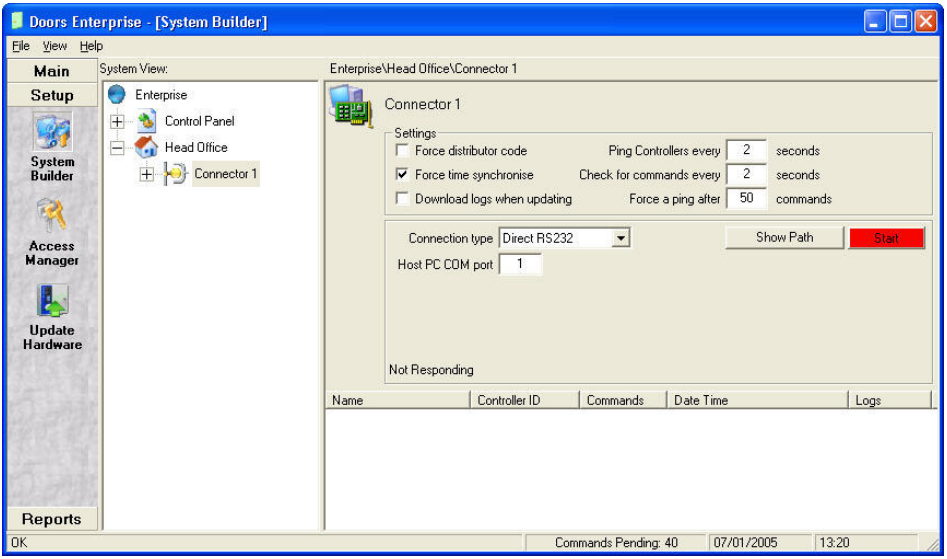
Add your site by clicking the **Enterprise** icon and selecting **Add Site** from the popup menu. Type the name of your site. You can rename this at any time by right-clicking the icon, and selecting **Rename**.

Adding a Connector

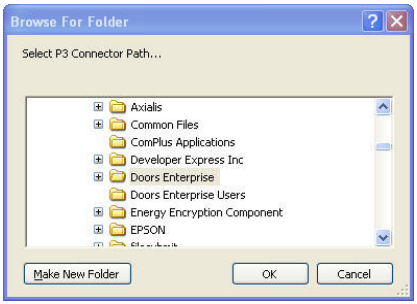


We now need to add a **Connector**. This deals with communication to the string of controllers. You have options to communicate to controllers via Local or Wide Area Network, Modem or COM Ports.

To add a Connector right click on the site and select **Add Connector** from the popup menu.



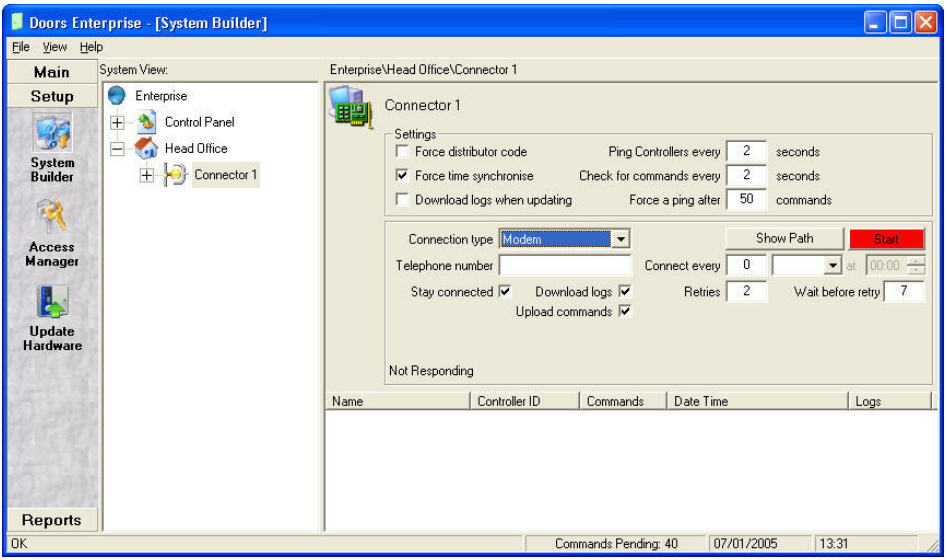
By default, the server will create the connector in the **C:\Program Files\Connectors** folder. If the client is running on the same PC as the server, click **Show Path**, then select the desired connector location by clicking the browse button . From Client workstations, this button will be disabled.



Connection Types

The P3 system supports the following connection types:

- **Direct RS232 –** Select the required COM port for the connection.
- **Modem –** Enter the connection frequency along with telephone number. The COM port for the modem will be determined by the Doors Enterprise Server – see the **Modems** section in access manager for further details.
- **LAN UDP –** connect to a P3.NET controller using this connection type. Different controller IP addresses can be supported within the same connector.
- **TCP/IP –** connect to P3.NET controllers configured to use TCP. A single IP address is used for all controllers in the connector. Use TCP/IP when connecting to **P3.GPRS**

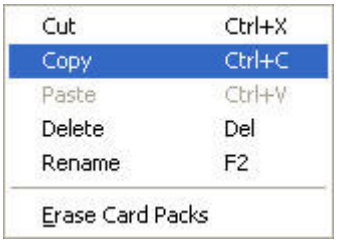


Enter the full telephone number including the STD code. If the PC modem is connected to a PABX it may requires an extra digit to get an outside line. If so, add this to the start of the number. If a delay is required after dialling the PABX digit then add a full stop. For example if the PABX digit is 9 and the number to dial is 01254 889113 and a delay is required following the 9, enter:

9.01254889113

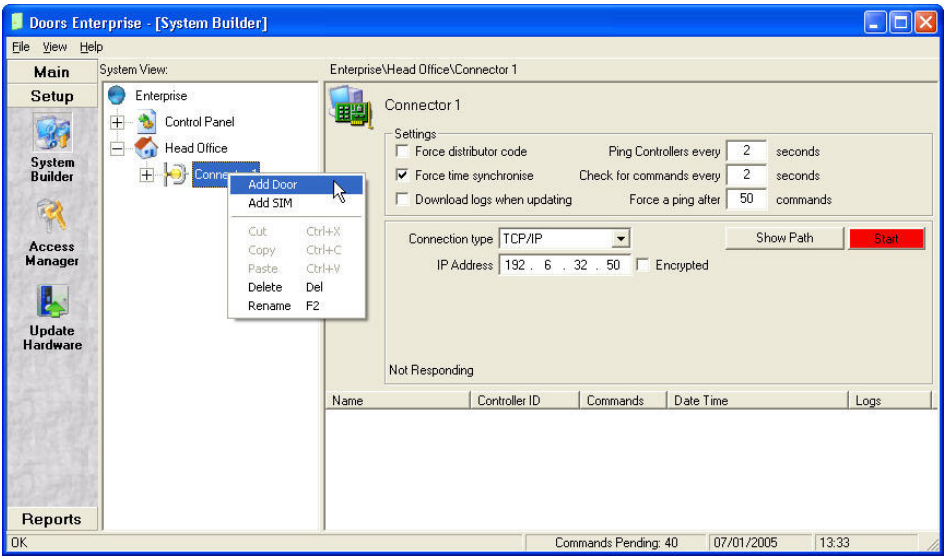
Adding a Door

Now we can start adding doors. To do this right click on a connector, and select **Add Door** from the popup menu. You will be prompted for the address of the controller. Notice the cut and copy options.



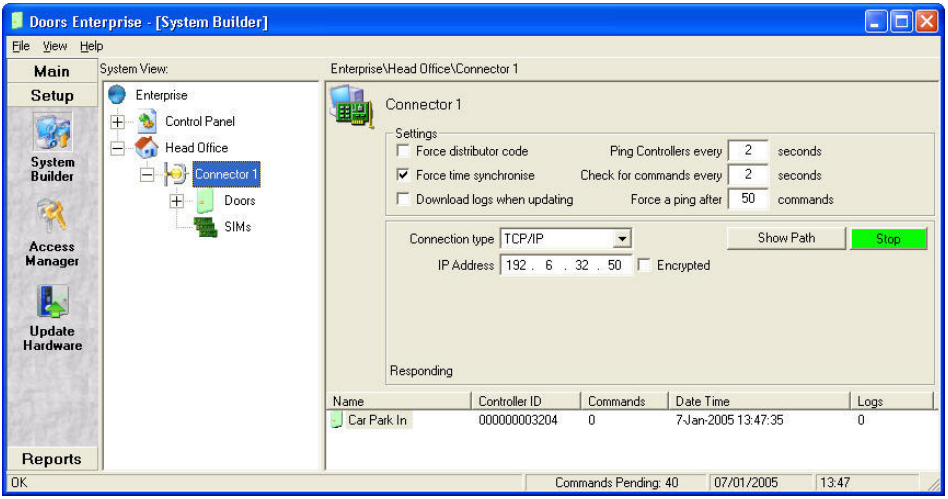
Cut and Paste – easily move a door or SIM to a different connector.

Copy and Paste – create a door template and copy as required. This is particularly useful when creating large systems. The copied doors will inherit all the door and reader properties apart from the controller ID and name, which can be entered manually.



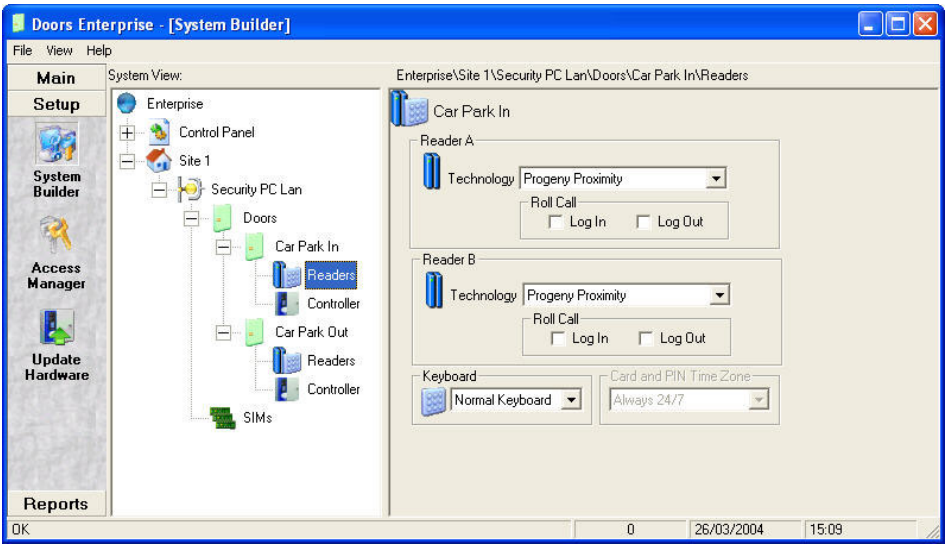
Enter the serial number of the controller – this can be found on the controller PCB, above the barcode. You can rename the door by right clicking on the door

icon and selecting **Rename** at any time. The screen will now show the following. You can edit PDO lock release and override time lock values.



Notice the connector has started automatically. The Date Time field will update with each successful ping of the controller.

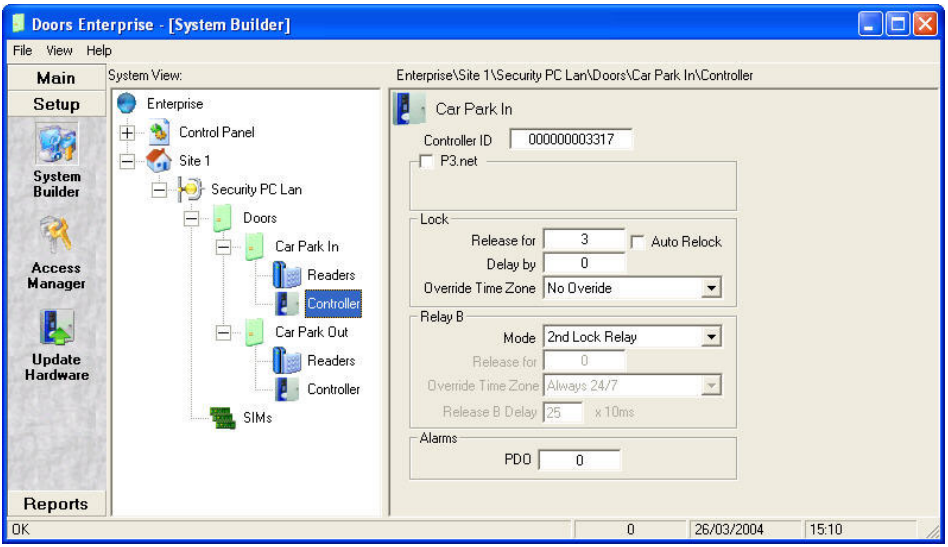
Reader Technology and **Roll Call** behaviour is shown in **Readers.**



Change the **Reader Technology** by selecting an item from the drop down menu. Around 40 pre-defined technologies are listed. If none of these are suitable, select **Custom Format**, and define this in **Custom Card Format** within **Control Panel**.

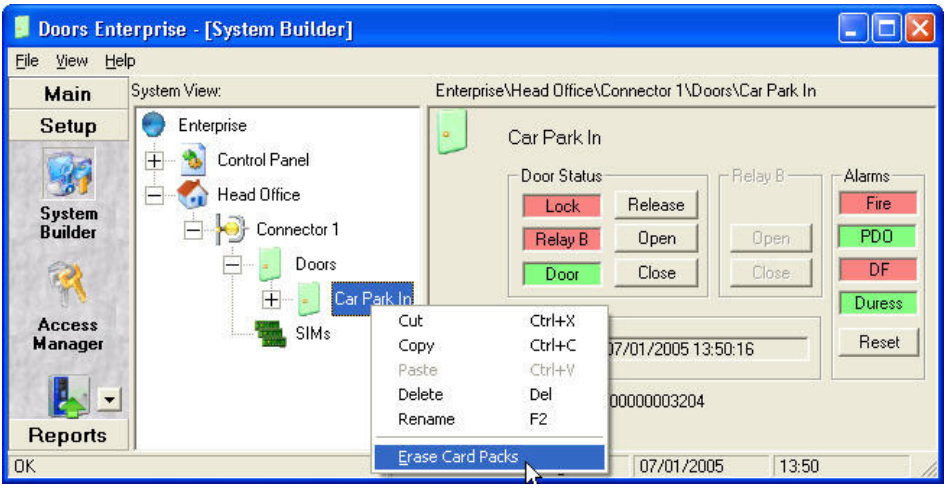
For **Roll Call** purposes, the reader may be set to **Log In** or **Log Out** by clicking the relevant box. **Normal Keyboard**, **Virtual Reader** allowing for code-only access control), or **Card & Pin** can be set in the **Keyboard** section

Controller behaviour is set in the **Controllers** screen.



Lock Release and **Delay** times can be set here along with the **Relay B** behaviour, consisting of **Mode**, **Release Time**, **Override Time Zone** and **Delay.**

If you are using a **P3.net** controller using **LAN UDP**, check this box and enter the IP Address of the controller.



It is also possible to erase all card packs from a door. Right-click the door, and select **Erase Card Packs** to do this. As a security measure, you will be prompted for the **Function Number**. This is **749162**. This operation cannot be undone, and is not recommended unless the user is fully aware of the implications. Please also be aware that a minimum firmware version of 2.12 is required to make use of this feature.

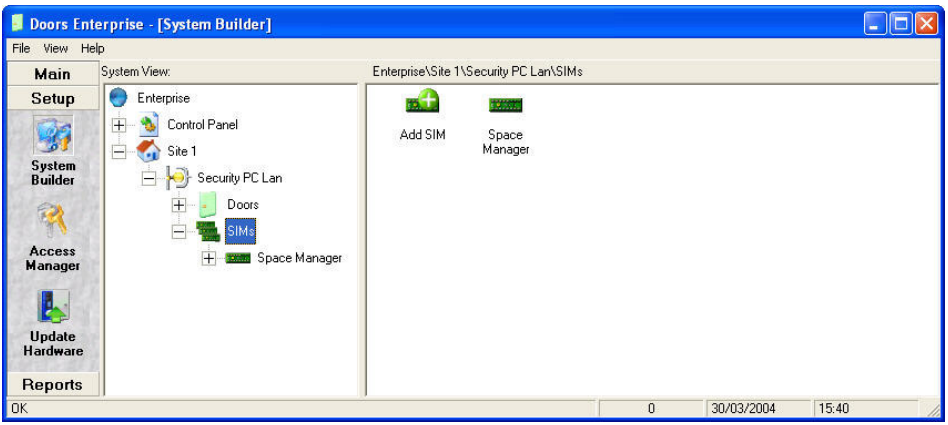
Misuse of this feature will restrict access to the door for all cardholders. Card packs must be re-registered using **Update Hardware** in order to make the controller operational again.

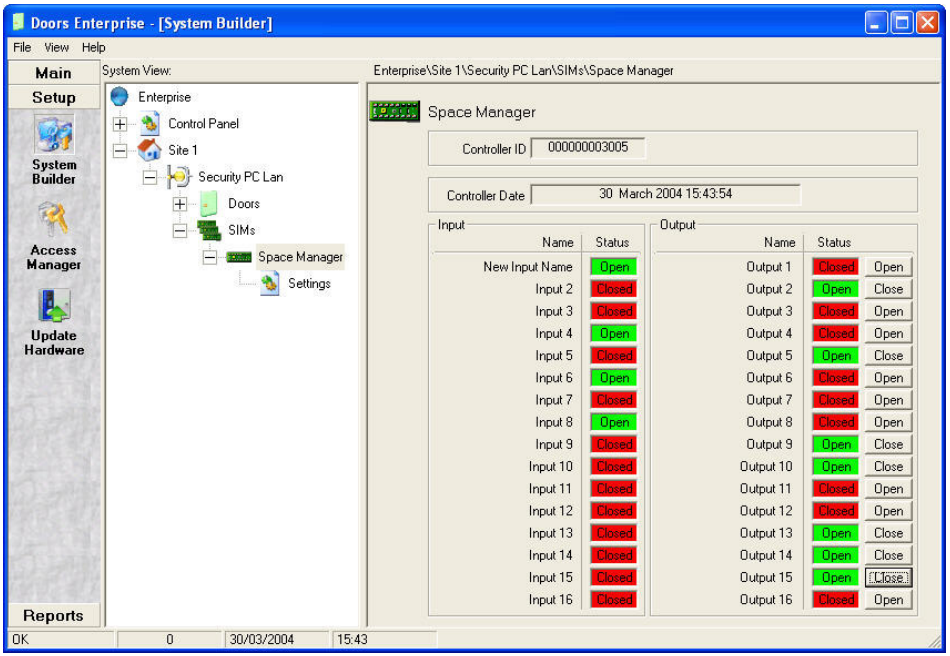
Adding a SIM

In many ways, the behaviour of the **P3 SIM** (*Systems Integration Module*) is similar to that of a Door. It is accessed through the Connector, can be specifically named, and the IP Address of the communication P3.net can be set, for instance.

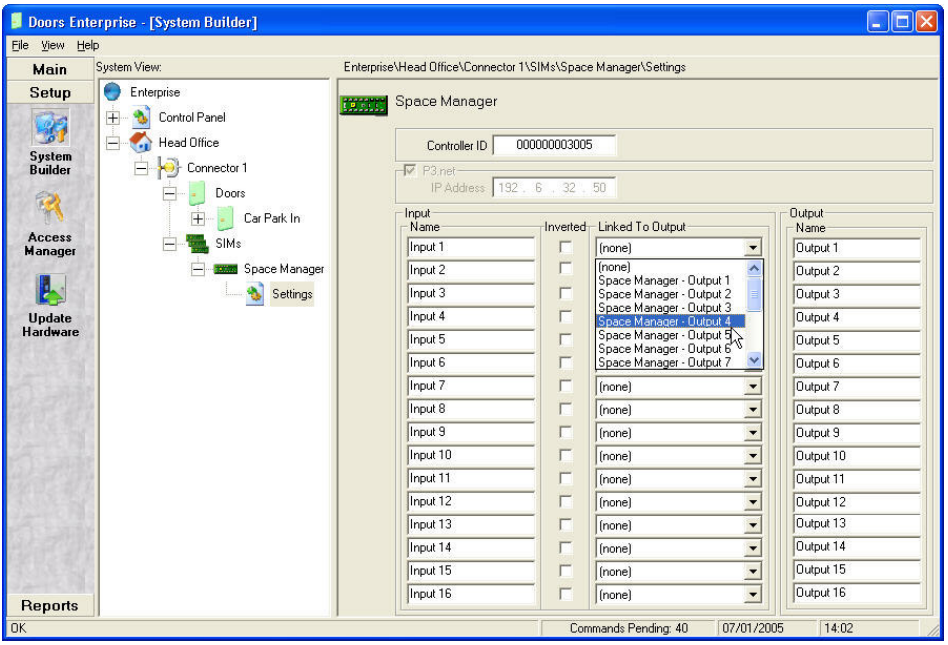
Essentially, the P3 SIM consists of 16 inputs and outputs, each of which can be in an “Open” or “Closed“ state. The user receives feedback from the inputs, and can open or close the outputs as required. This technology may be used to monitor unauthorised access to rented spaces - this is covered in detail later. Future applications include controlling vending machines or lifts for example.

Add a SIM in the same way as a Door was added.





Click on the SIM itself to receive feedback on it's status, and change the state of it's outputs.



Similarly, click **Settings** to change the names of the inputs and outputs. The input's state can be inverted by checking the relevant box. As with doors, the IP Address can be set here if required, along with the Controller ID. SIM inputs can be linked to SIM outputs. When a input is opened or closed, a log is raised. This log is processed, and the appropriate output state is changed. The linked inputs and outputs do not have to be on the same module, or even connector.

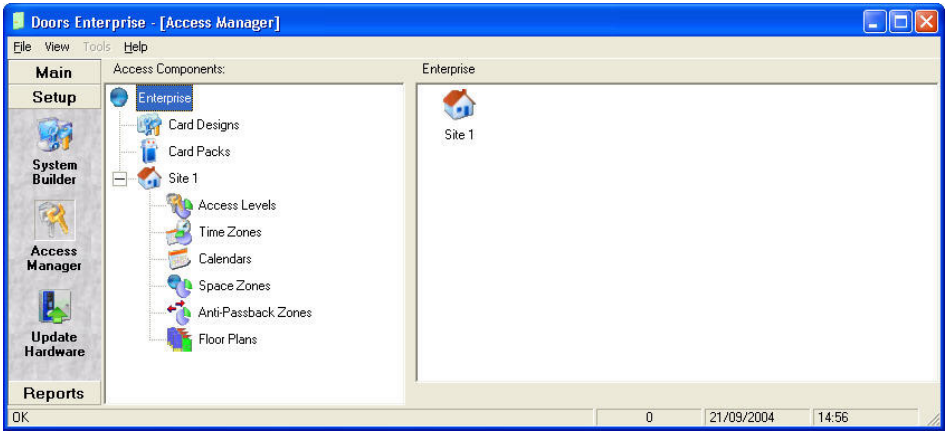
Access Manager

Starting Access Manager

Start **Access Manager** by clicking on the Access Manager icon from the Setup Menu.

Access Manager is used to create and maintain **Access Levels**, **Time Zones**, **Calendars, Card Designs**, **Card Packs**, **Space Zones**, **Anti-Passback Zones** and **Floor Plans**. The icons for these functions are listed in the Access Manager tree view.

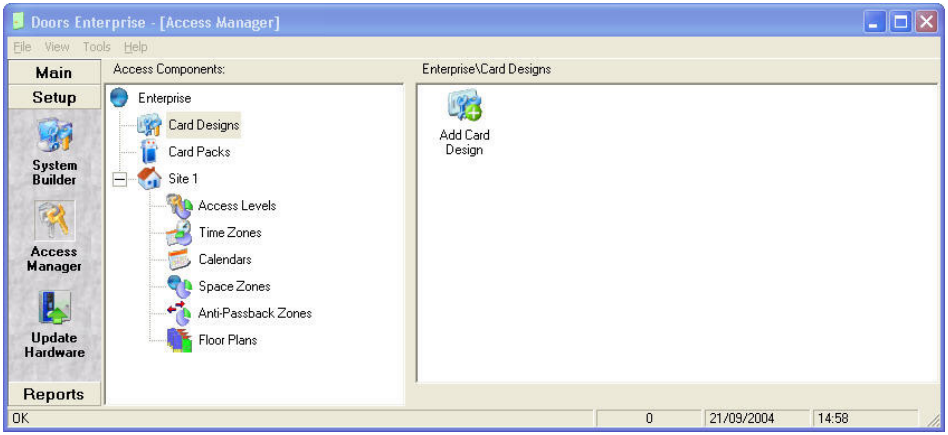
You can add components by clicking on the relevant icon. Click on the folder icon and you will see the added icon within the folder. Alternatively right click the folders and a menu option to add new elements within the folder.



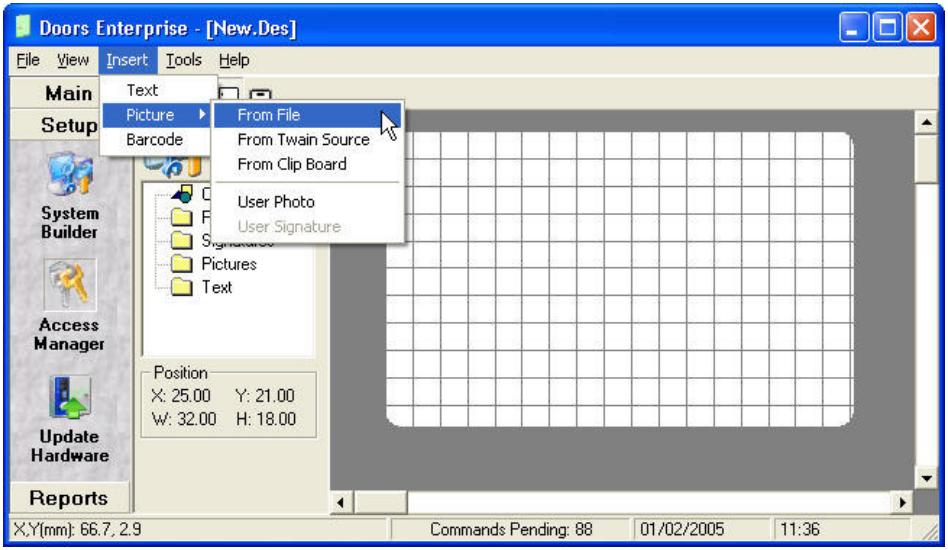
Right click the icons within the folder and you will be given options to **Add**, **Remove** and **Rename**.

Adding Card Designs

A specific design can be created for cards, combining text, file images and photographs. These can be created through **Card Designs**.

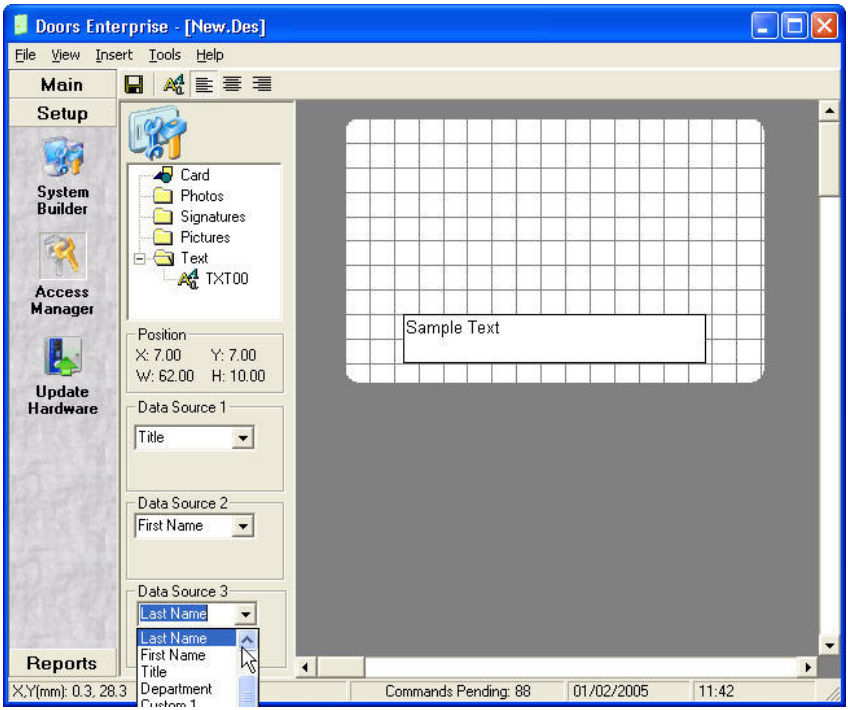


To create a card design, double-click **Add Card Design**. Add objects to the blank card to create the required design by clicking **Insert**, then one of the following:



- **Text**

  Adds a textbox on the card. Select the **Data Source** for the text. Select **Fixed Text** to enter free text, or select a cardholder **Field** such as **Card ID, Name** or **Department.** Up to three Data Sources can be entered into a single field.



When viewed, the text will be displayed as **Title** + **First Name** + **Surname**

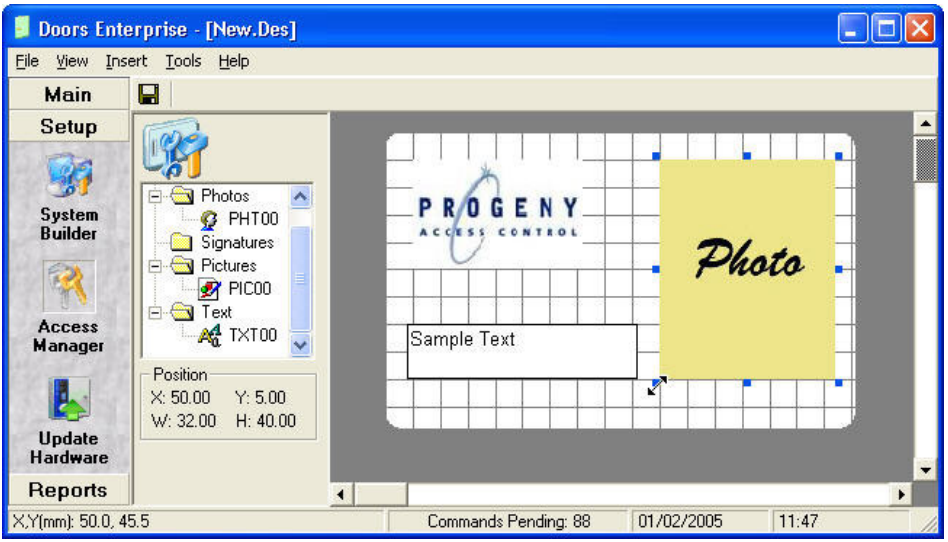
- **Picture -** Various sources for pictures can be selected:
  - **File**

    Browse to the file location, and click **Open**
  - **From TWAIN Source**

    An image can be captured from any TWAIN-compliant device, such as a camera or scanner. If you have two or more such devices an option box appears.
  - **From Clipboard** - Imports an image from the Windows clipboard.

- A location for the cardholder's photograph and signature can also be added from **User Photo** and **User Signature**.

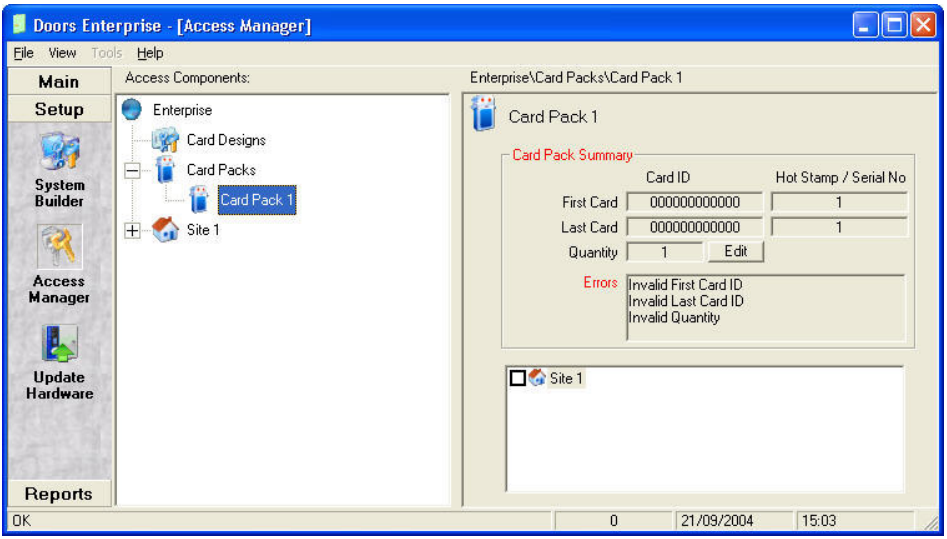
Hold down the left mouse button to move the component. Release the button at the required location. Size the component by left clicking the mouse on one of the resize handles and dragging it to the required size. Dragging the corner handles will enlarge the component and maintain the scale of the component, whilst the central handles will stretch the component, either horizontally or vertically.



When the design is complete, click **File** then **Save.** The design will appear in the list of card designs. An existing card design can be amended. Click **File**, then **Save As** to save a copy of the design.

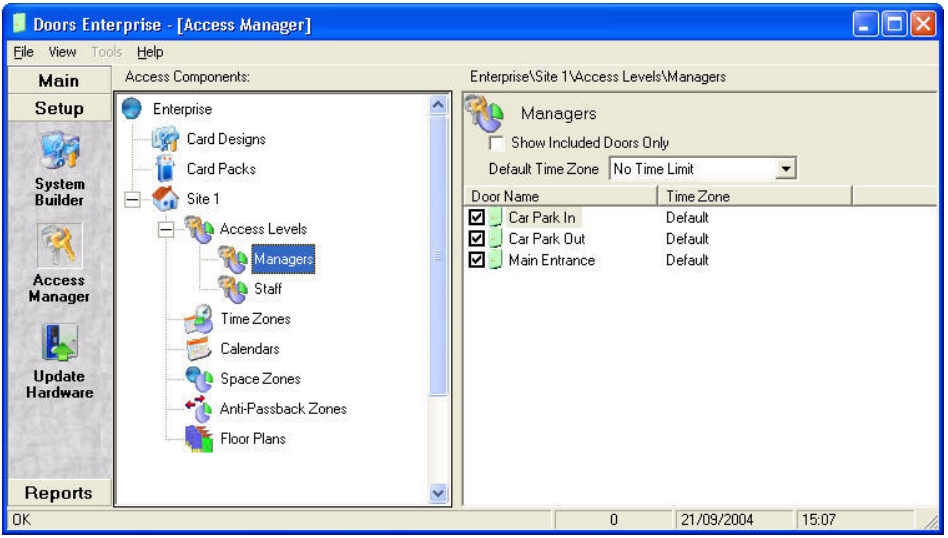
Adding Card Packs

This allows new cards to be registered to the system. New cards need to be registered before they can be used. A card pack is defined by specifying the first card number in a pack and the quantity of cards in the pack. To do this right click the Card Pack Folder icon and select **Add Card Pack**. Enter the first card number from the Card Pack in the box.



Adding Access Levels

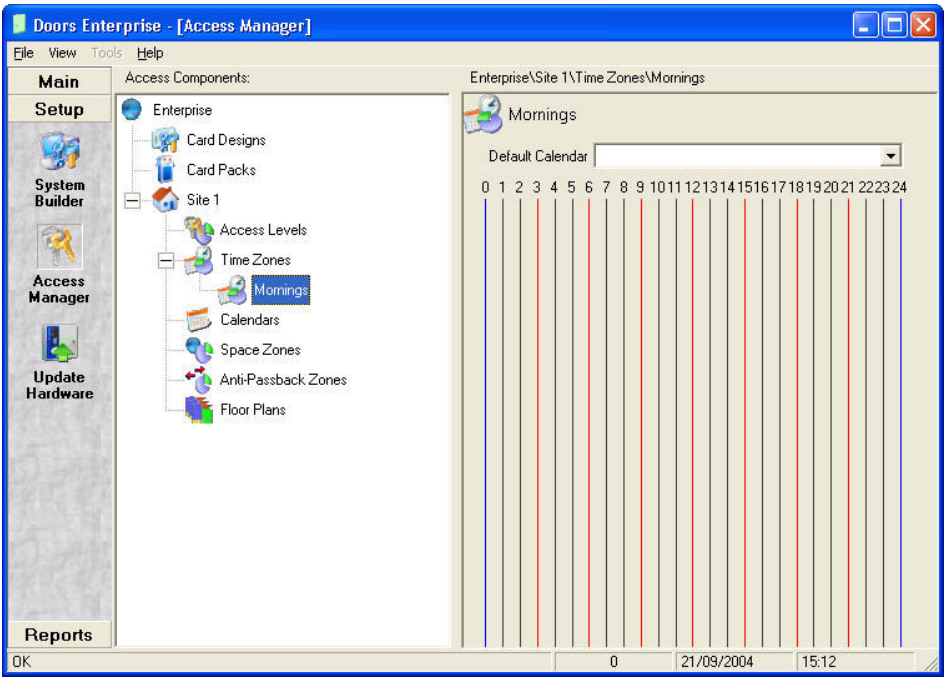
Right click the **Access Levels** folder in the left hand pane and select **Add Access Level**. This adds a new access level to the list. Click on the new icon and it brings up the following screen.



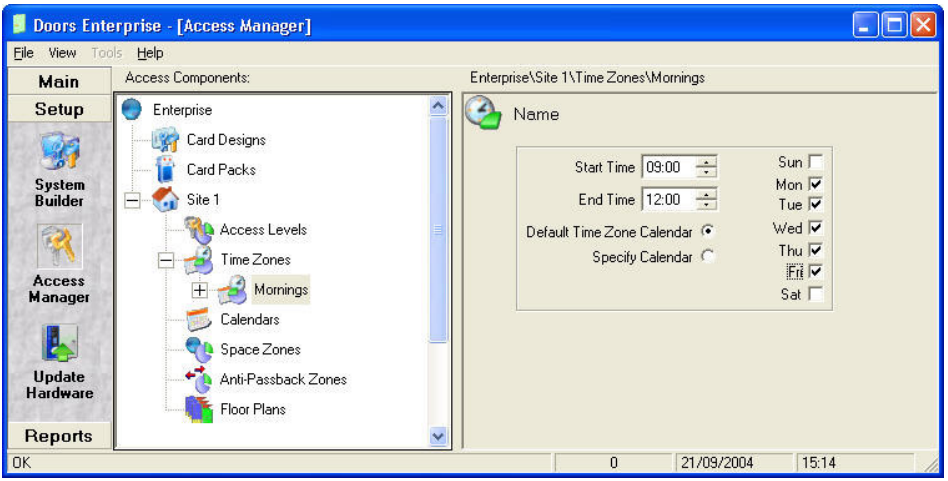
To add a door to the Access Level click the check box next to that door. The **Show Included Doors Only** check box filters out the unused doors to simplify the view. Adding a **Time Zone** further restricts user access. Right click the mouse and select **Change Time Zone** from the list. **No Time Limit** will not restrict access by time, and is the default time zone when creating a new Access Level.

Adding Time Zones

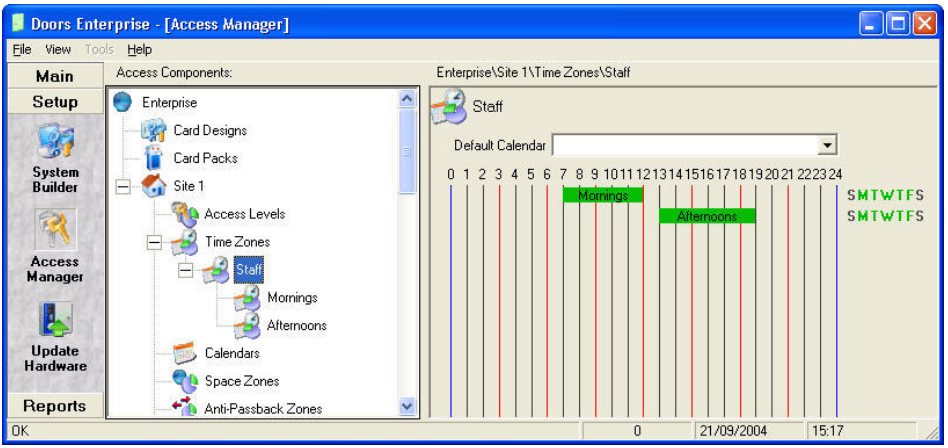
Time Zones are comprised of **Time Zone Elements**, consisting of a **Start Time**, an **End Time** and a **Week Map**. Additionally, **Calendars** can be applied to Time Zones, restricting access for specific days of the year. Click on this icon or right click the Time Zone Folder and select **Add Time Zone**.



Time Zone Elements can be added by right clicking the Time Zone icon. You will then be presented with the screen below. Enter values for start time and end time, then select the relevant days of the week.



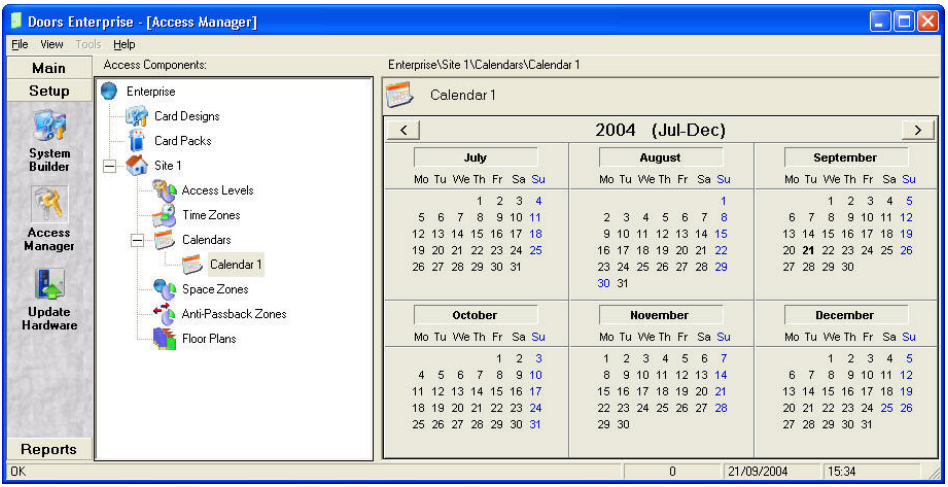
A summary of the Time Zone Elements is displayed when the Time Zone is clicked, as show below.



Adding Calendars

Through the use of calendars, a series of **Exception Days** can be created. When applied to a **Time Zone,** access to any controller can be restricted for an entire day. Up to 8 calendars can be created per site, and these can be added to any number of time zones within that site.

Add a calendar in the usual manner. Selecting the newly created calendar will present the following screen:

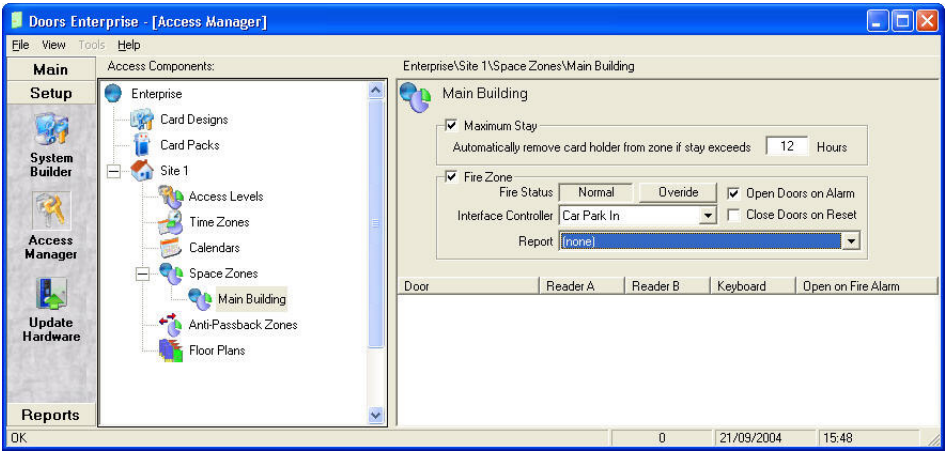


Click single dates to select or de-select. Use the < and > buttons to move the displayed dates. All selected dates will be highlighted in red. When a date is selected or removed, commands are sent to the controllers to update this information. In the below example, the exception dates 21st – 25th September have been added.

Adding Space Zones

Controllers can be grouped together to form a **Space Zone**. A controller's behaviour within a Space Zone can be set to log the cardholder in or out of that zone. Controllers can appear in more than one space zone, and as such a cardholder can be in more than one Space Zone at any given time.

To add a Space Zone, right click the Space Zones icon within Access Manager. Name the new zone as required. Selecting this will now present the user with the below screen.



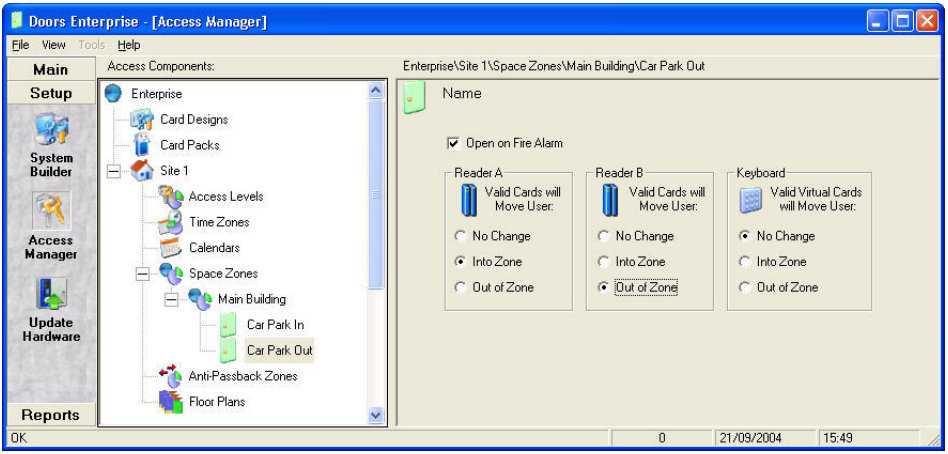
The zone's behaviour can be changed in the following ways:

- **Maximum Stay**

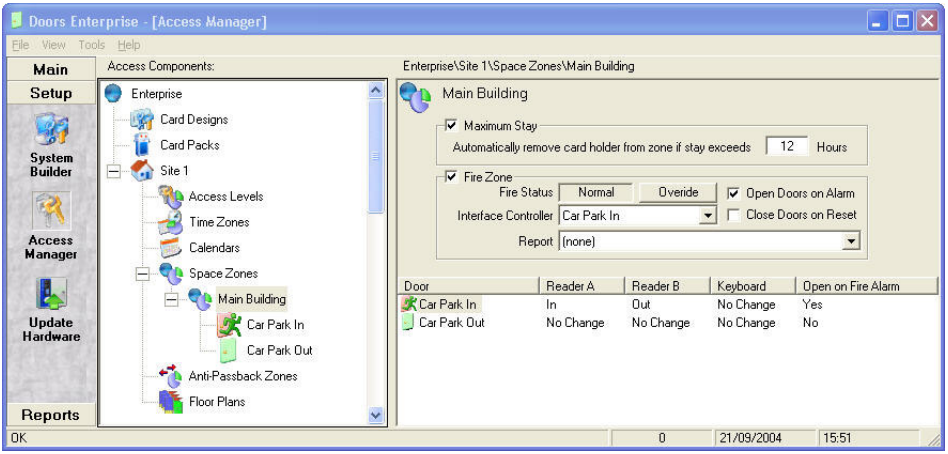
  Cardholders will be removed from the zone after a set period if required

- **Fire Zone**

  Specific doors within the zone can be opened and closed in the event of a fire alarm. Select the **Interface Controller** to specify which controller will provide the fire alarm interface. Select a report to be printed on fire alarm from the **Report** list. Should the report be a **Local View**, it will only print on the current workstation. Conversely, should a report be a **Global View**, all workstations running Doors Enterprise will print the specified report. Further details of creating and customising reports are covered in **Event Viewer**.



Doors can be added to the zone by right clicking the list section. Double-click a door to set it's behaviour. **Reader A**, **Reader B** and the **Keyboard** can each be set to log the cardholder in or out of the zone, or apply no change. Doors can individually be set to open in the event of a fire alarm.

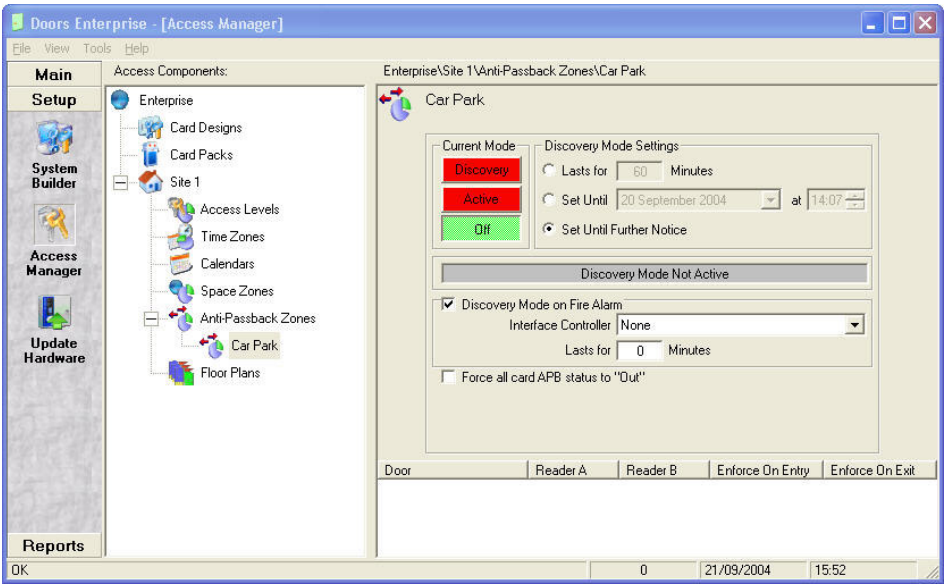


The Space Zone's behaviour is summarised when the **Space Zone** is clicked.

Adding Anti-Passback Zones

In many ways, **Anti-Passback Zones** are similar to **Space Zones**. Again, controllers are grouped together to form the zone, and the behaviour for both individual controllers and the zone itself can be set. The main difference is that a controller can only appear in one APB Zone, regardless of how many space zones it is in.

To add an APB Zone, right click the Anti-Passback Zones icon within Access Manager. Name the new zone as required. Selecting this will now present the user with the screen below. Double-click the new zone to see an overview of it's behaviour.



Controllers associated with an APB Zone can behave as one of the following:

- **Border Controllers**

  These apply and update APB status (depending on mode of zone). Border Controllers essentially log cardholders in and out of an APB zone. A Border Controller's Readers can be set to "enforce" APB. Should this be set, cardholders can only enter or exit the zone once without first exiting or entering respectively.

When a border controller is passed, all controllers within the APB zone are made aware that the cardholder is now in or out of the zone.

- **Internal Members**

  A cardholder must have passed **in** through a border controller in order to gain access. That is to say the cardholder must be in the APB Zone.

- **External Members**

  A card must have passed **out** of a border controller in order to gain access, or is out of the APB Zone.

As with space zones, it's behaviour can be set in the following ways:

- **Current Mode**

  An APB Zone has three modes:

  - **Discovery Mode**

    Depending on the controller's role in APB, discovery mode will do one of two things:

    Border Controllers will allow cardholders access in and out of the zone, but APB will not be "enforced". That is to say that a cardholder can enter the zone using the same reader numerous times, and an Anti-Passback error will not be generated.

    When a card is presented at an **Internal** and **External Member**, this will log the cardholder in or out of the APB zone as appropriate, and make all controllers associated with the zone aware of the new status.

    Discovery Mode can expire by date, run for a specified duration, or run until further notice. This can be set in the **Discovery Mode Settings** section.

  - **Active**

    Access when Active will require the APB status to be **in** when a controller is part of the Internal Members collection. Conversely, should a controller be part of the External Members**,** APB status must be **out.** Border Controllers will apply and update the APB status when necessary.

- **Off**

  The controllers associated with the zone will behave as normal doors. This function is useful when maintenance is taking place, or when a new APB Zone is being configured.

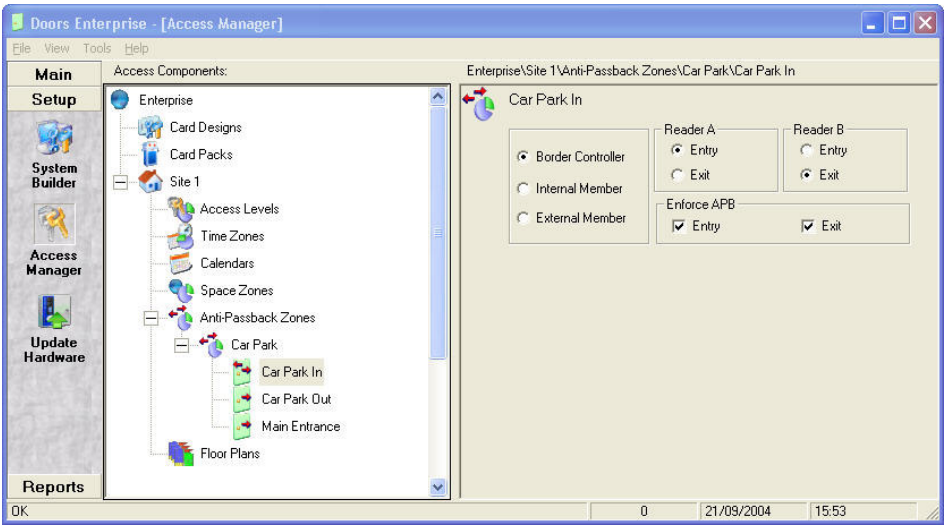
- **Discovery Mode on Fire Alarm**

  As with Space Zones, an **Interface Controller** can be set to trigger the fire alarm. This will run for the duration specified.

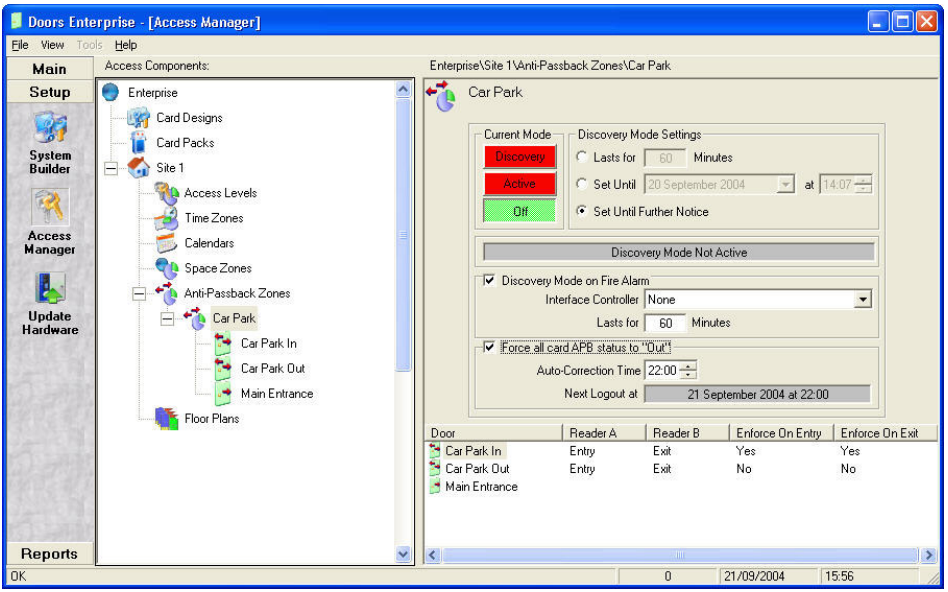
- **Force all card APB status to "Out"**

  At a set time, all cards can be logged out of the APB Zone. If this option is selected, the next time for auto-correction will be displayed.

Doors can be added to the zone by right clicking the list section. Double-click a door to set it's behaviour.



Set the behaviour to **Border Controller**, **Internal** or **External Member**. If the door is a **Border Controller,** the behaviour Readers "A" and "B" must also be set to either enter or exit the zone. Should the Enforce APB be set to entry, cardholders will only be able to enter when out of the APB Zone. Conversely, when enforced on exit, the cardholder will only be able to use the reader when in the APB Zone.



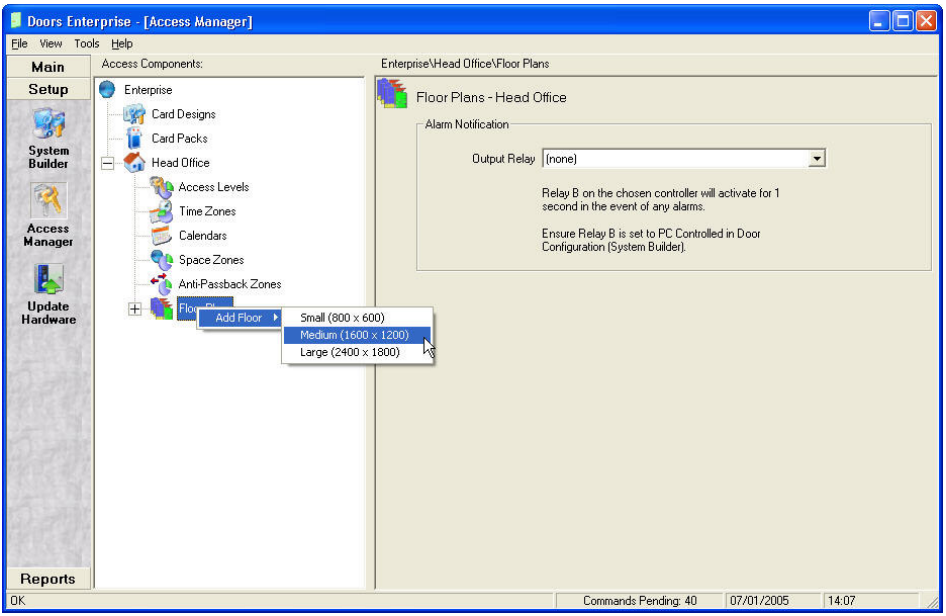
The APB Zone's behaviour is summarised when the **APB Zone** is clicked in the tree view.

Adding Floor Plans

Floor Plans are used in conjunction with both the **Space Manager Import** and the **SIM**. This provides the user with a graphical interface in which to add **Pictures** (these make up the background of the design), **Spaces** and **Fire Doors** (these are the areas to be monitored).

Creating a new Floor Plan

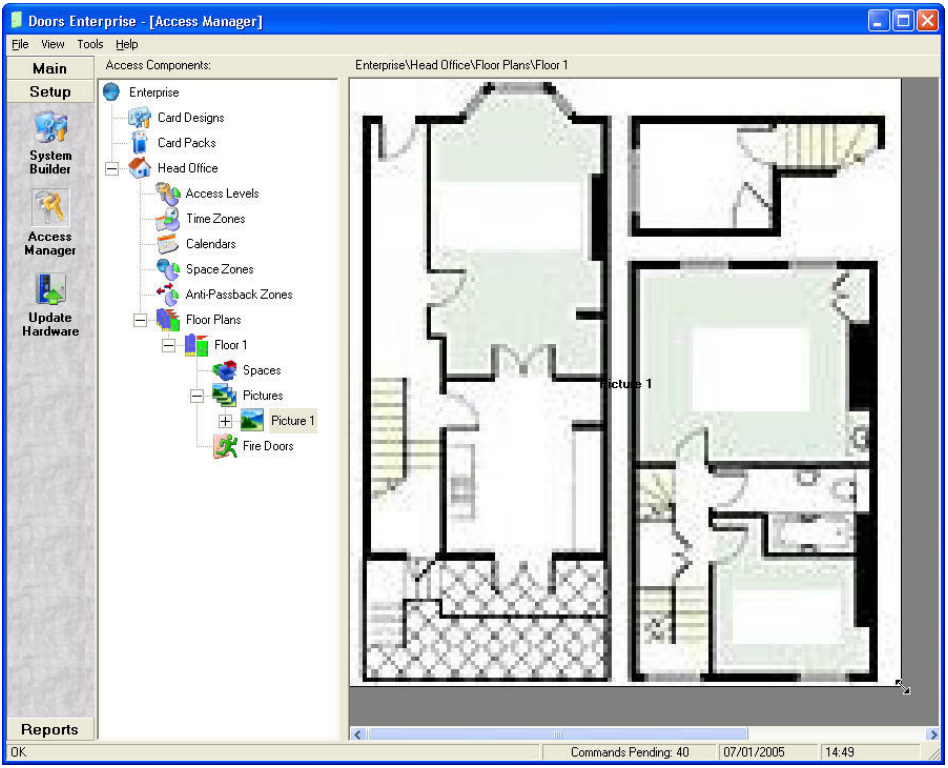
Add a new floor, as shown below. Note the **Relay B Input** section – in the event of an alarm, this can be triggered if set.



Adding a Picture

A blank canvas is now shown. Firstly add the background picture. Browse to the required image file and click open.

Resizing

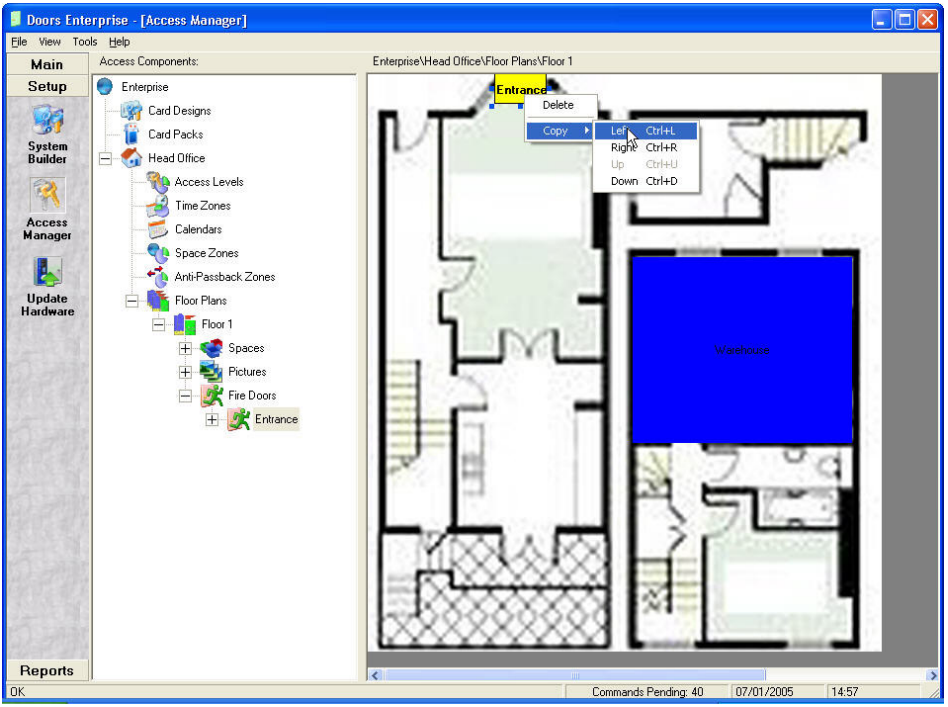


Resize the picture by dragging the “handles”. These appear when a space or image is clicked. Hold down the left mouse button whilst over the handles to resize.

Adding Spaces and Fire Doors

Add spaces and fire doors in much the same way as adding pictures.

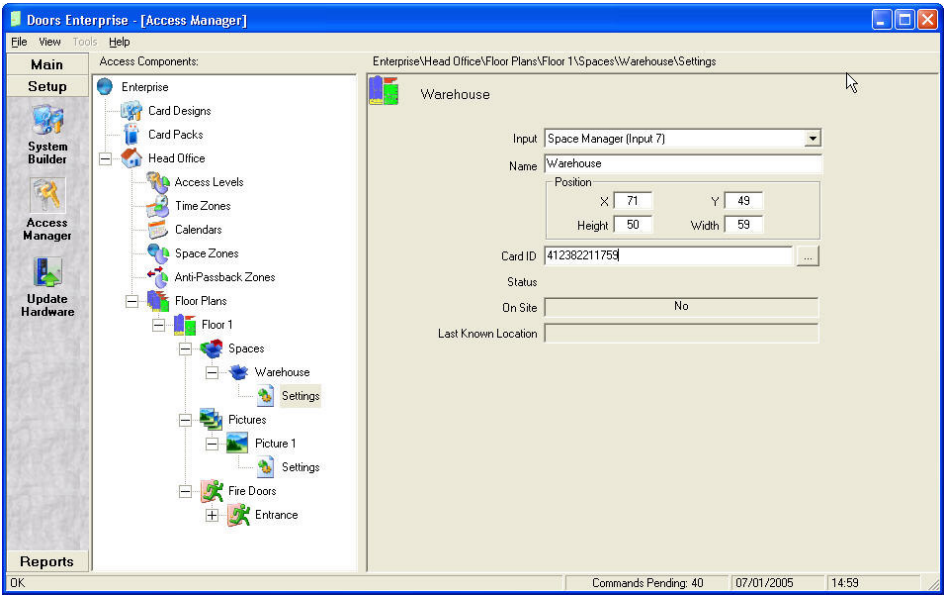
Copying



Select a space by clicking it in the design window. The space will become highlighted in yellow. Right-click the mouse to view the copy menu. Selecting an option from the copy menu will make a replica of the space in the desired location.

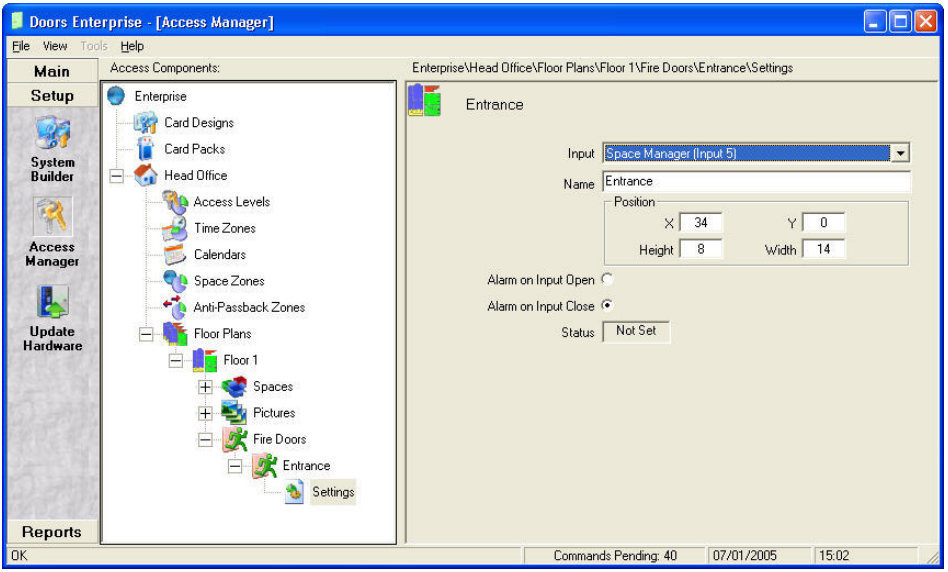
Move spaces or pictures by holding the left mouse button, moving to the new location, and then releasing the mouse. Rename pictures, spaces or floors by right clicking the tree and selecting Rename.

Space Settings



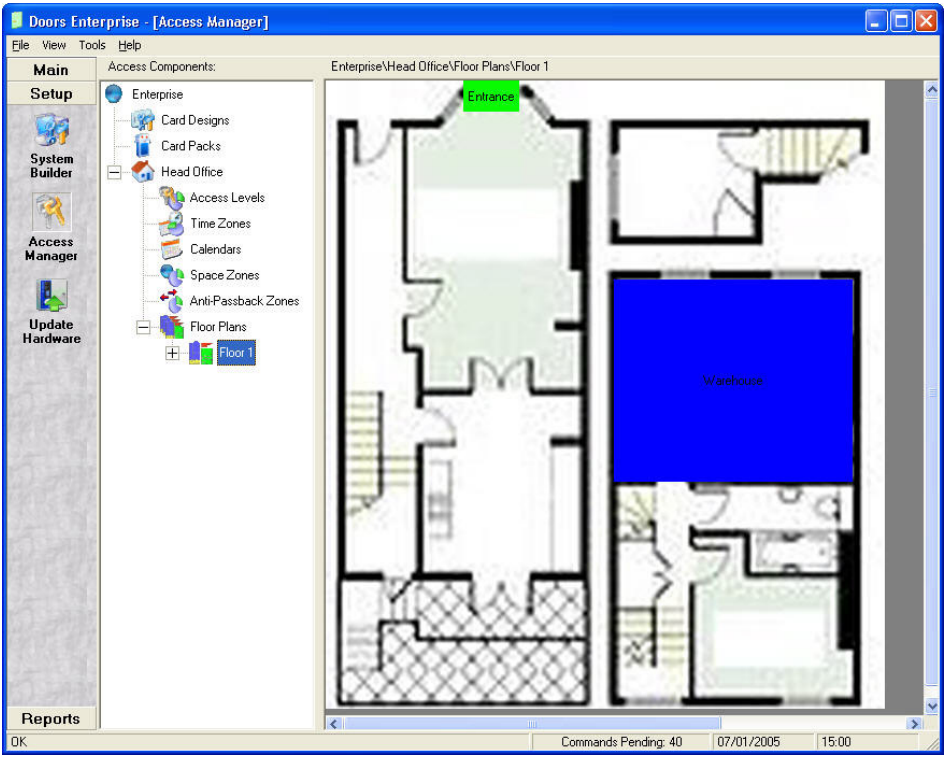
Assign the **Input** to be linked to the space from the settings screen. Change the **Name**, **X** & **Y** coordinates and **Height** & **Width** if required. Should Floors Plans be used without the **SMADI** (*Space Manager Automatic Data Import*), a card number can manually be assigned.

Fire Door Settings



As with spaces, assign the **Input** to be linked to the space from the settings screen. Change the **Name**, **X** & **Y** coordinates and **Height** & **Width** if required. Select whether an alarm should be raised on the open or closed state of the input.

Review the Design

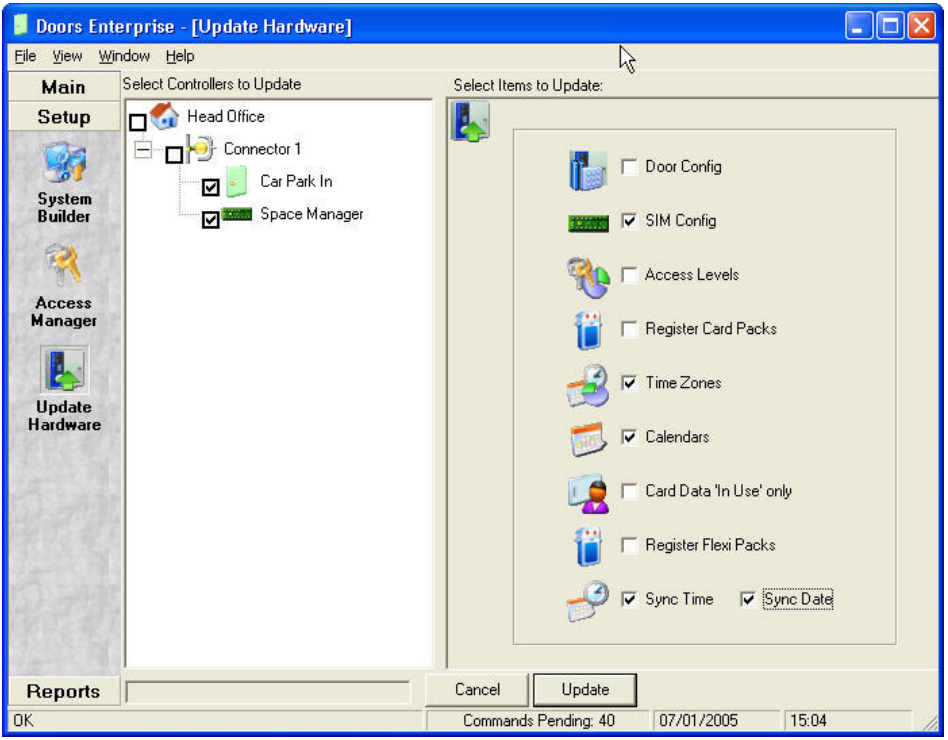


All pictures and spaces have been added and positioned. Card IDs and Inputs have been assigned where appropriate.

Should the input be triggered, and the space owner is not “On Site” (this is determined by the **Roll Call** status of the card), an alarm will be raised. Raising and handling alarms are covered later in the manual.

Update Hardware

From the **Update Hardware** screen, updates can be sent to entire sites, specific controllers or specific doors. All aspects of a controller's behaviour can be altered through Update Hardware. Select the specific doors and actions required, and click **Update.**



Update Options

- **Door Configuration**

  All aspects of a door's behaviour are covered in update door configuration. This operation will set the following:

  - Lock Time
  - PDO (*Prolonged Door Open*) Setting

- Reader Technology
- Relay “B” Mode
- Lock Release Delay
- APB (*Anti-Passback*) Mode

- **SIM Configuration**

  Send the inversion status of the inputs to the controller

- **Access Levels**

  Access Level Data, including time zones, will be sent to the relevant controllers

- **Register Card Packs**

  Registers any new card packs on the selected controllers

- **Time Zones**

  Registers time zones on the selected controllers

- **Calendars**

  Registers all relevant calendars on the controller in the next year.

- **Card Data “In Use” Only**

  Updates selected controllers with current card information

- **Register Flexi Packs**

  Registers flexi card packs on the selected controllers

- **Sync Date**

  Synchronises date on the selected controllers

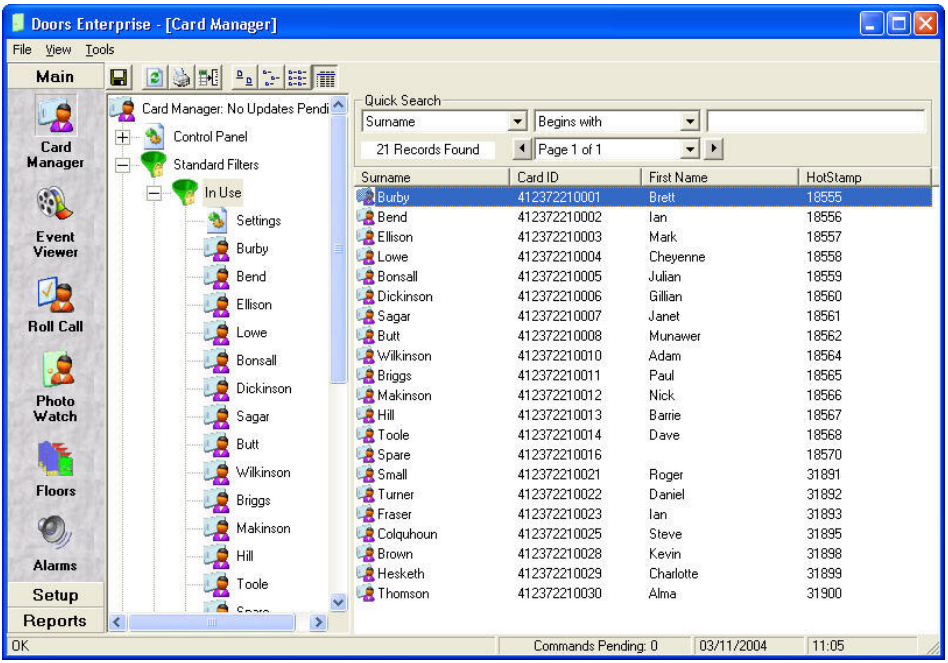
- **Sync Time**

  Synchronises time on the selected controllers

After clicking update, the progress of the displayed in the field at the bottom of the update screen.

Card Manager

Card Manager allows the user to search for, view and amend all details of any cardholder. Details of any particular search criteria can be saved. On opening card manager, the user will be presented with the below screen:



About Card Manager

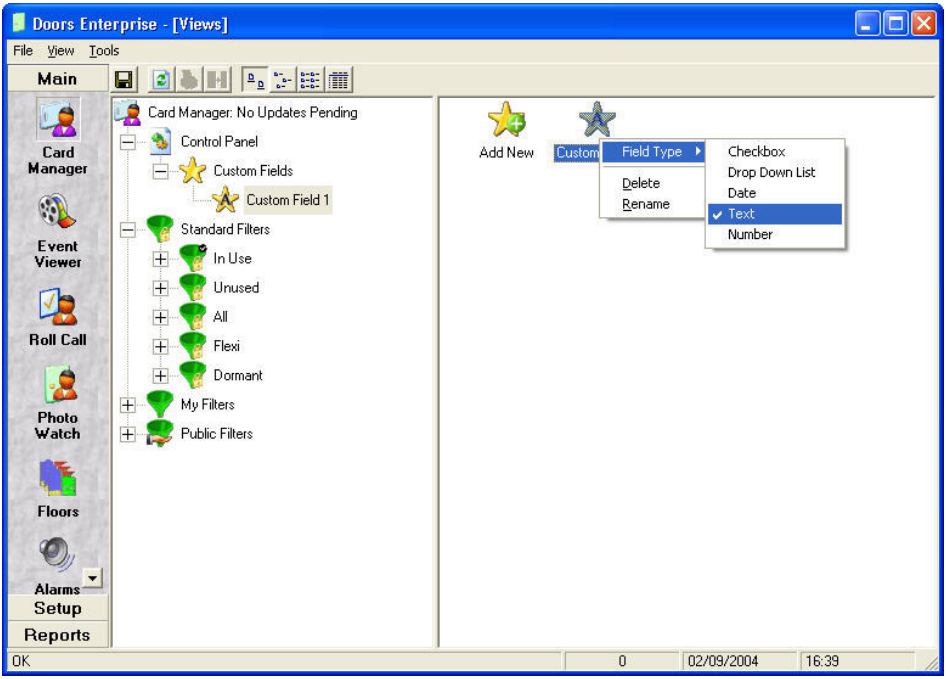
Card Manager is divided into the following areas:

Control Panel

Card Manager's control panel allows the user to view and amend custom fields.

Custom Fields

In order to make Doors Enterprise flexible, and relevant to all types and sizes of business, the capacity to create additional fields in which to record company-specific data is required. Custom Fields allows the user to do just that. Double-click the **Add New** icon to create a new custom field.



Right-click the field to select the field type, rename or delete. In this case, we are going to create fields for:

Manager (Checkbox)

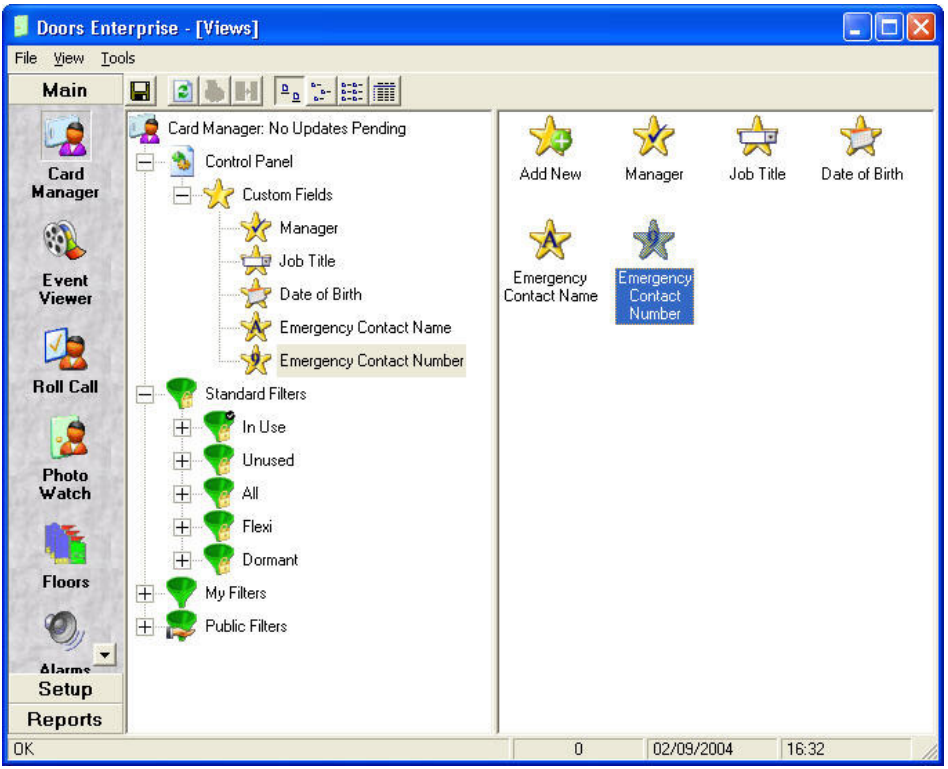
Job Title (Drop Down List)

Date of Birth (Date)

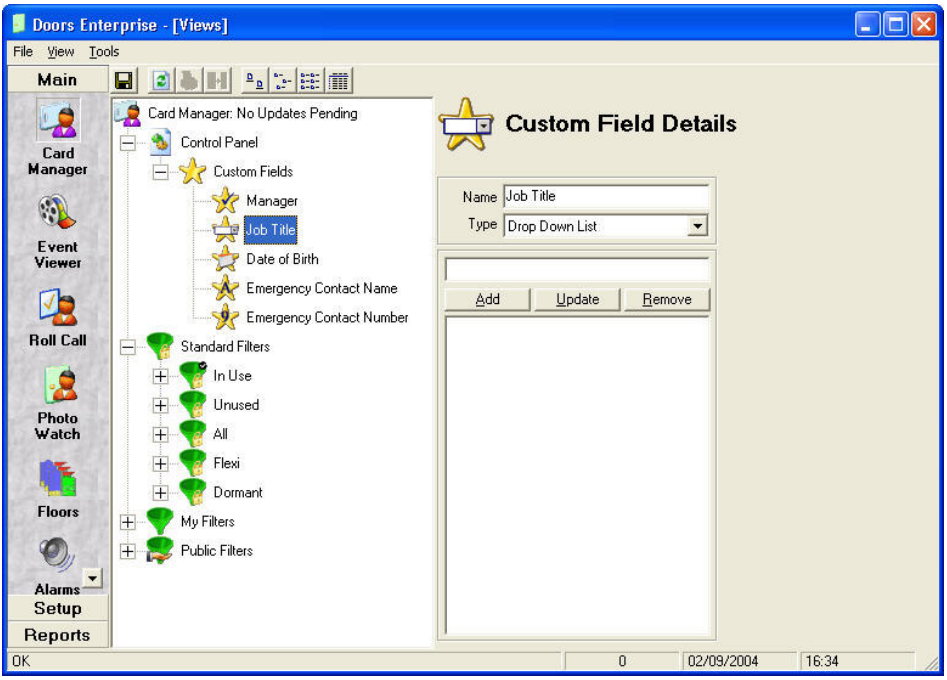
Emergency Contact Name (Text),

Emergency Contact Number (Number)

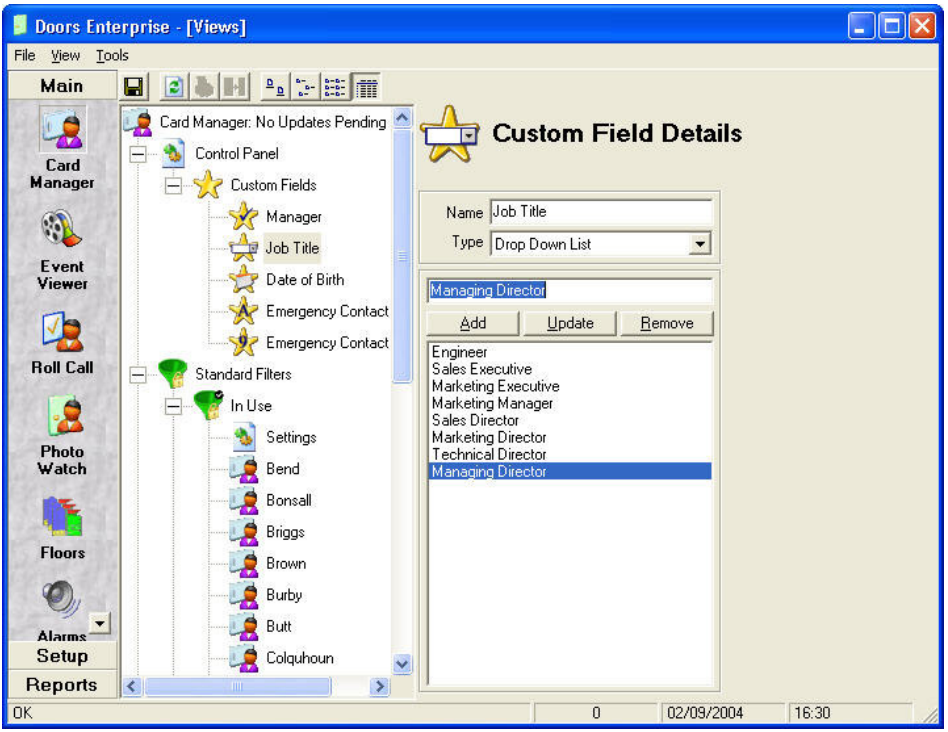
These actions will result in the following screen:



We now need to create entries for the **Job Title** field. Click **Job Title** to view and amend the details. The **Field Name** and **Field Type** can be edited here. As this is a new field, the list is empty, as shown overleaf.



Add relevant entries by clicking the **Add** button. Update existing entries by clicking **Update**. Remove entries using **Remove**.



Should an entry already be assigned to a cardholder, the user will be prompted if they try to remove this. Assuming the **Engineer** entry has been assigned (covered in **Editing Records – Additional**), the user will be given the following message if they try to remove it:

Filters

As stated previously, card search criteria can be saved. These are called Filters, and are divided into the following sections:

Standard Filters

Standard filters are created by the system. The search criteria making up these reports cannot be changed. Users familiar with previous versions of the Doors Enterprise will recognise the five reports:

In Use	**-** All in use cards
Unused	- All cards not in use
All	- All cards
Flexi	- All flexi cards
Dormant	- All dormant cards

My Filters

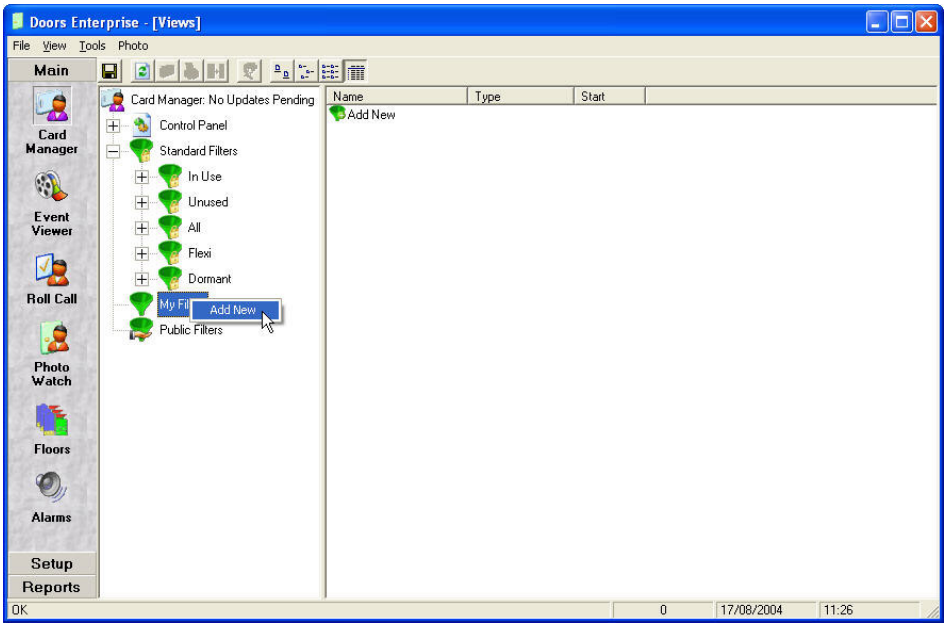
My Filters are only available to their creator.

Public Filters

Public filters are available to all users.

Creating Filters

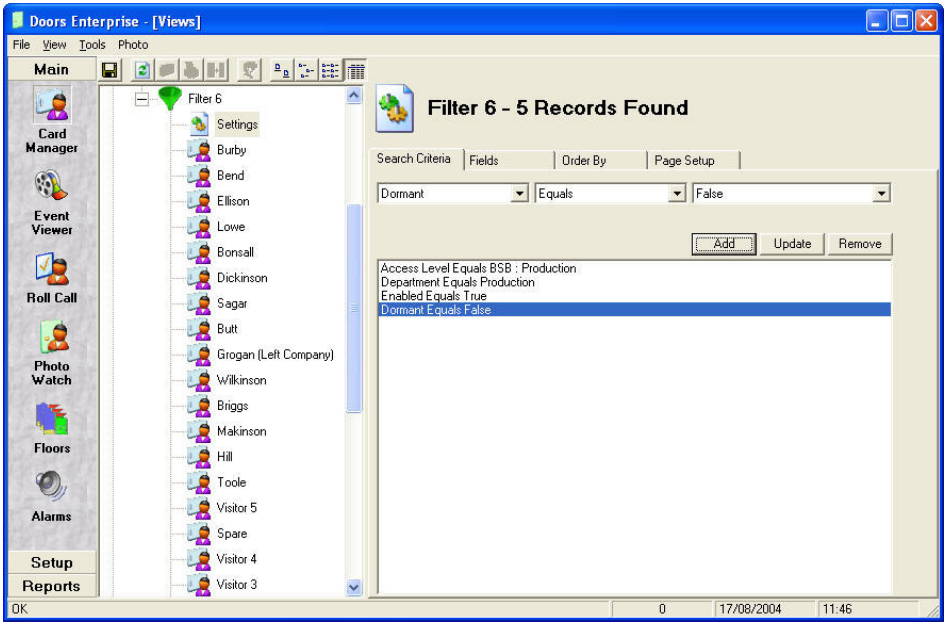
In this section we'll look at adding new filters, and changing criteria. Add a new filter in the **My Filters** section by right-clicking the icon, and selecting **Add New**, as shown below:



A new filter will be added. Expand the My Filters section, then the newly added filter. Click the **Settings** option. Settings are divided into four tabs, explained in detail overleaf

Search Criteria

Here we can specify what we are looking for. Select the field from the first drop down list, the operation from the second (Equals, Begins With, etc.), and the required values. Select Add to append criteria, or update to overwrite existing criteria. The number of matching records is updated as items are added to or removed from the list. This is shown in more detail below:



Fields

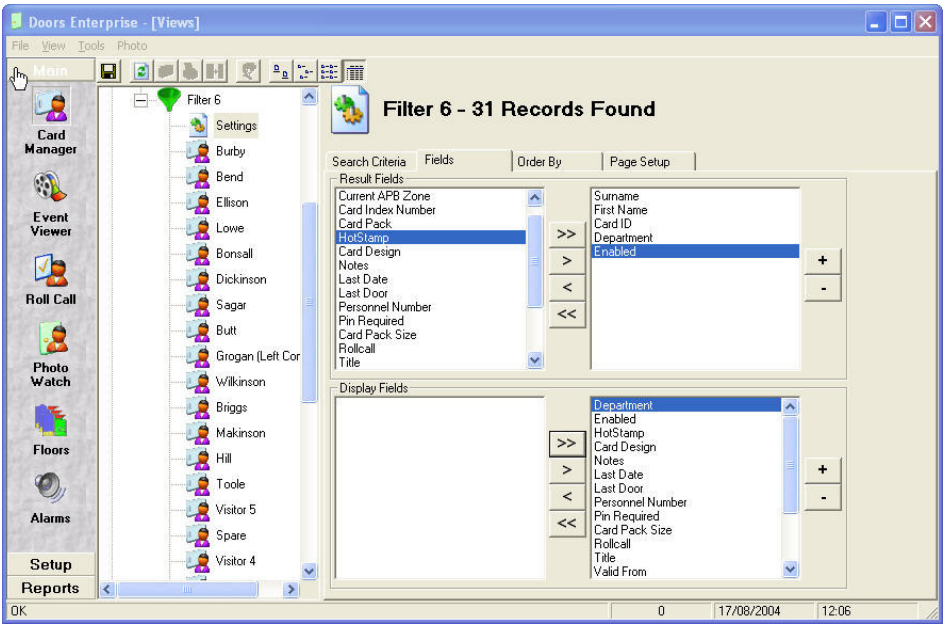
The Fields tab is divided into two sections:

Result Fields make up the column headers when results are displayed.

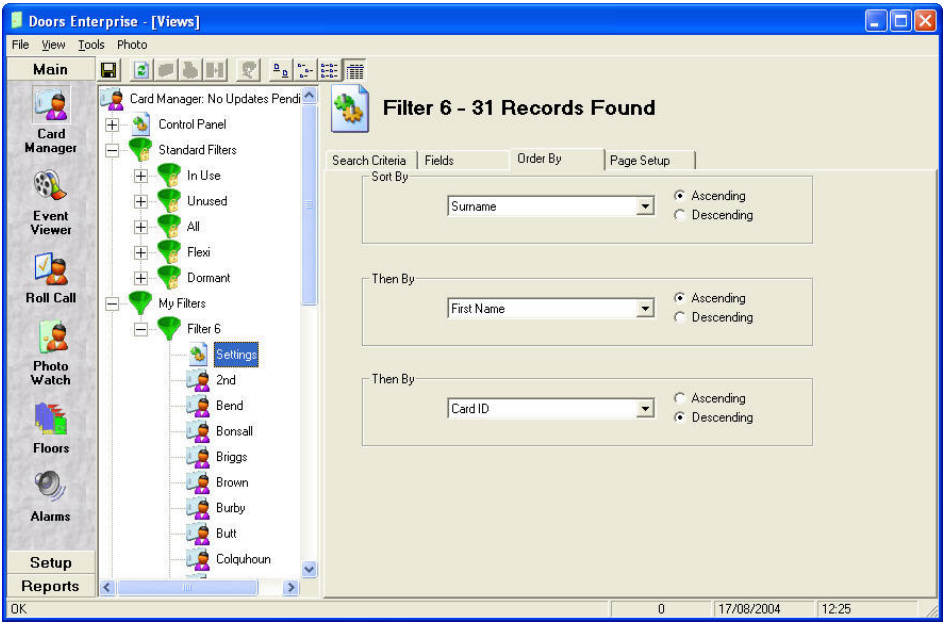
Display Fields are shown when **View** is selected on a result.

Use the **>, >>, <** and **<<** buttons to add and remove fields. Move items up and down by using **+** and -.

In the example below, key cardholder information (Surname, First Name, Card ID, Department and Enabled) is selected as Result Fields. All cardholder fields are selected as being display fields.

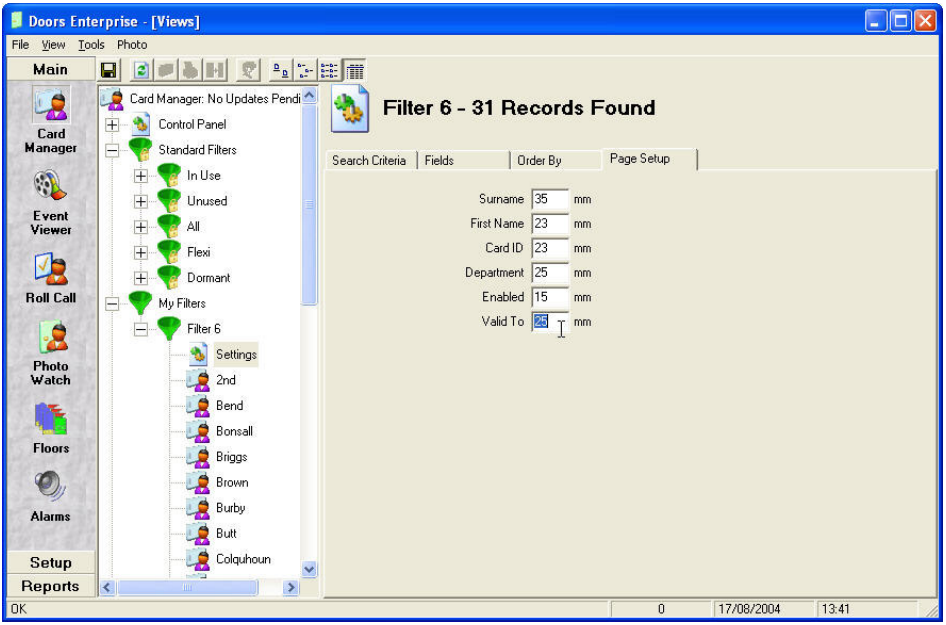


Order By



Filters can be sorted by up to three fields in either ascending or descending order.

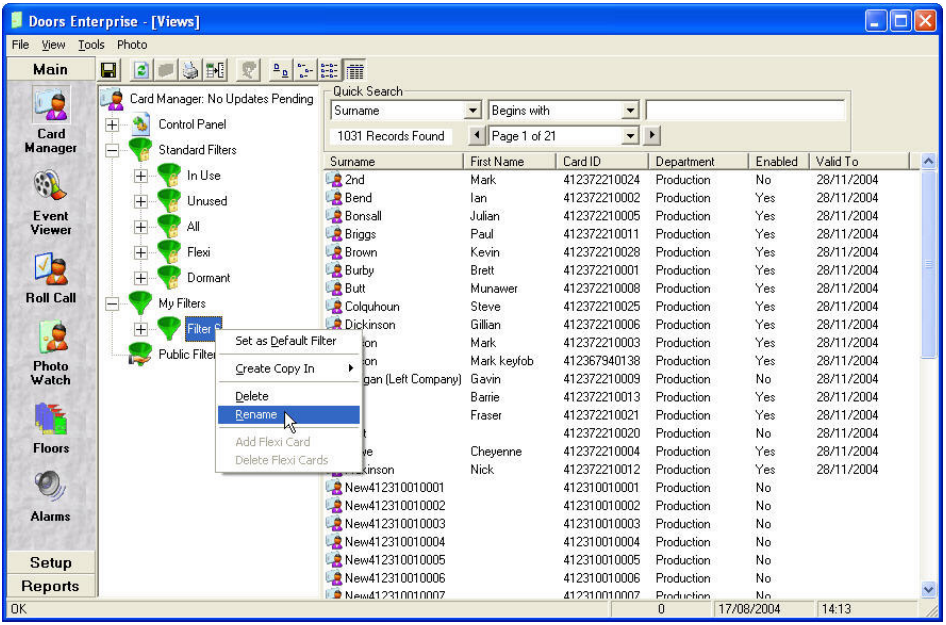
Page Setup



Column widths (in millimetres) can be set for each of **Result Fields**.

Results

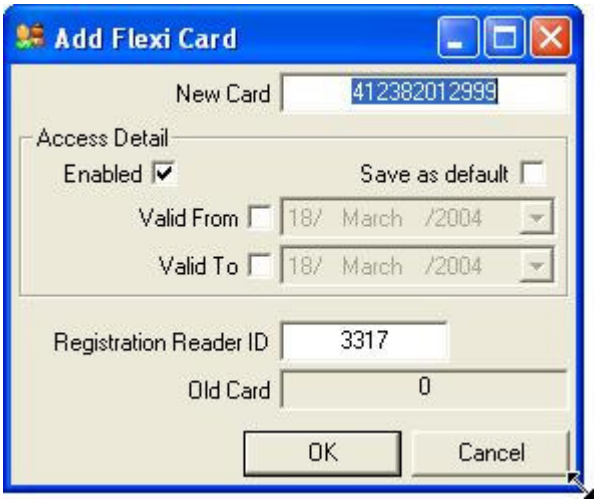
After saving the selected criteria, we can return to the results page (shown below). Right click the report for a list of menu options.



These are:

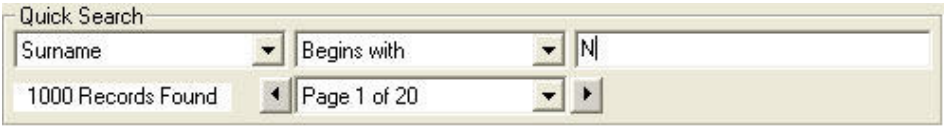
- **Set as Default Filter** – Select this filter every time Card Manager is opened.
- **Create Copy In:**
    - **My Filters** – Copy all details to a new filter in the **My Filters** section.
    - **Public Filters** – Copy all details to a new filter in the **Public Filters** section.
- **Delete –** Delete the filter
- **Rename –** Rename the filter
- **Add Flexi Card** - Shows the **Add Flexi Card** form (shown overleaf). Enter the New Card ID, or expand the form by dragging the bottom corner to select a registration reader.

You can set up a reader on the system to act as a registration reader. Enter the controller number in the **Registration Reader ID**. This means that rather than entering the card number manually via the keyboard, you simply present the card to the reader and the data is automatically entered into the **New Card** field. Click **OK** to confirm.



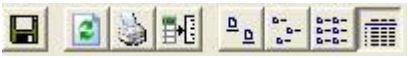
- **Delete Flexi Card –** Delete all matching flexi cards

Quick Search



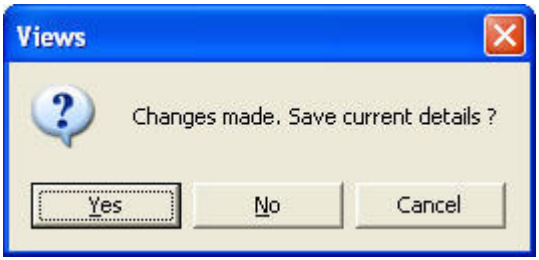
In the same way as **Search Criteria** can be added in a Filter's **Settings** screen, a quick search can be performed on the results. In this way, records can be temporarily filtered as required. The Quick Search window also shows matching records (in this case, 1000). Like a web browser, these are split into **Pages**. Select the required page by clicking the and buttons, or selecting a page from the drop down list.

The Toolbar



From left-to-right, the toolbar performs the following functions:

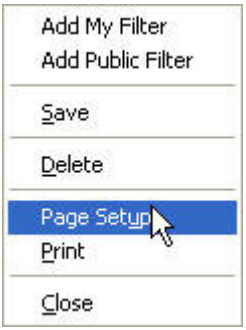
- **Save –** saves the current item. If changes are made, and this is not clicked, the user will be prompted as per below:



- **Refresh –** refresh all filters, and re-load the default filter (or **In Use** if a default filter is not selected).
- **Print** – Print the current details (card record, card design or filter results)
- **Export –** Exports filter results to a specified location in .CSV format
- **View** (See **View)**

Menu Options

File



Add My Filter and **Add Public Filter** will create a blank filter in the relevant section.

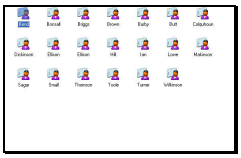
Select the **Page Setup** option to define margins, printers and paper orientation.

View

Change the report view by selecting the appropriate option from the **View** menu.

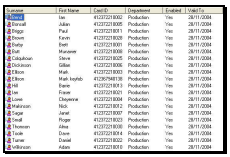
Click **Refresh** to reload the form, selecting the default report.

Large Icons



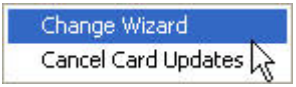
Small Icons

Details



List

Tools



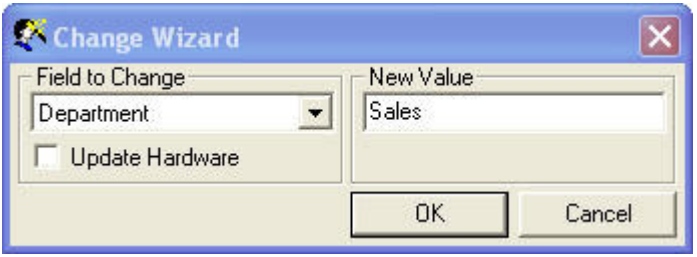
Change Wizard allows the user to perform repetitive cardholder update tasks quickly.

Use the **Cancel Card Updates** to cancel the **Update Hardware** flag of Cardholder records. This is set in one of two ways:

1) A cardholder record is saved
2) The **Update Hardware** checkbox is set in **Change Wizard**

Change Wizard

The **Change Wizard** is a means by which the system can be updated with settings for groups of cards. The **Change Wizard** will apply any changes to all matching records in the current **Filter**.



Use the drop down menu in **Field to Change** to select the appropriate field, and enter the **New Value**.

You can make changes and update cardholder records without actually updating the hardware itself. This would be advisable when changing a field such as **Department** (as shown in the example above). Conversely, when updating fields such as **Access Levels,** it is important to inform the controllers of the new details. To update the hardware click the **Update Hardware** checkbox.

Viewing Records

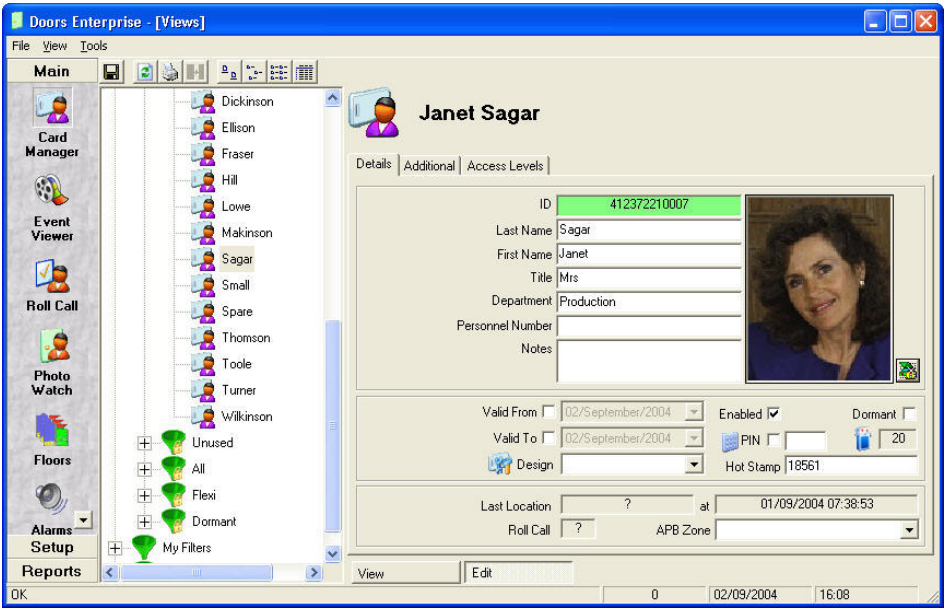
Click the desired record, as shown below. The fields shown are those selected in the **Display Fields** section of the Filter **Settings.**

Select **File**, then **Print** to print out a copy of the cardholder record.

Editing Records

Select **Edit** to amend the cardholder record. The information is split into three tabs: -

Details



The main cardholder details are can be changed here.

Enabled, Valid From, Valid To & Access Levels

In order for a card to generate a **Card OK** transaction, four basic items must be present:

Enabled must be checked

If **Valid From** is checked, the date must be less than or equal to today's date.

If **Valid To** is checked, the date must be greater than or equal to today's date.

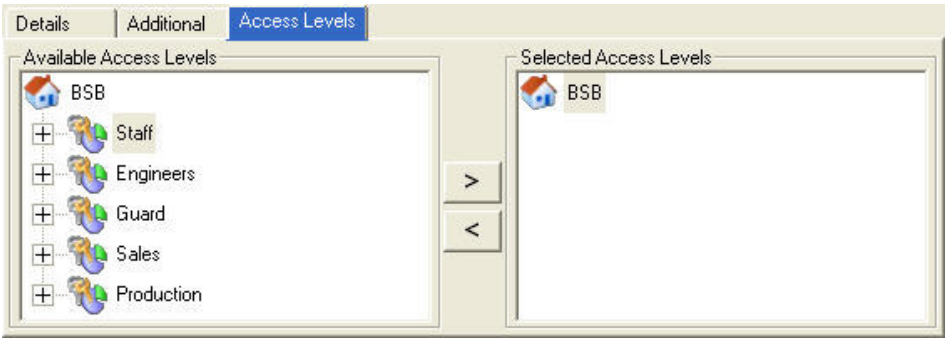
The cardholder must have valid **Access Levels**

Clicking on the arrow on the right of the **Valid From** and **Valid To** dates will show a calendar box. Click on the date required. Advance the year by clicking

on the year, two arrows will appear these will increment and decrement the year.

Should the **Enabled**, **Valid From** or **Valid To** fields be invalid, they will be highlighted in red.

Should no **Access Levels** be present, the Access Levels tab will be highlighted.

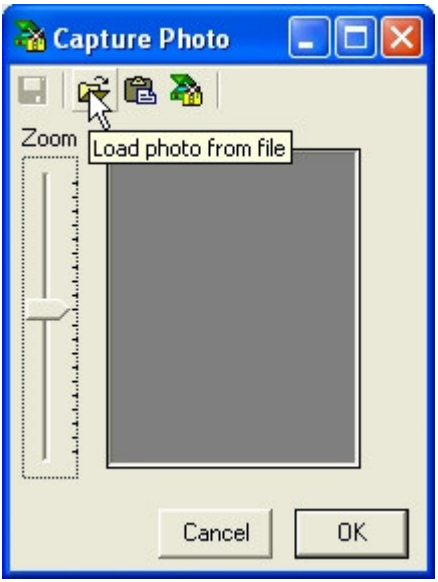


Change a Flexi Card ID

You can replace a Flexi Card by double-clicking the **ID** field. You will then be presented with the **Change Card ID** screen. The operation is identical to that of **Add Flexi Card** whereby a reader can be set up to read card numbers. Note that this feature is only available for **Flexi Cards**.

Add Photo of Card Holder

Photos can be used to increase the security by giving visual confirmation of a Card Holder's identity, and can also be included when using the card design software to create Photo ID badges. To add a photo click on the **Add Photo** icon , found in bottom right of the screen. You will be presented with the below screen.



The options are:

- **Load Photo from File**

  Browse to the file location, and click **Open**

- **Paste Photo from Clipboard**

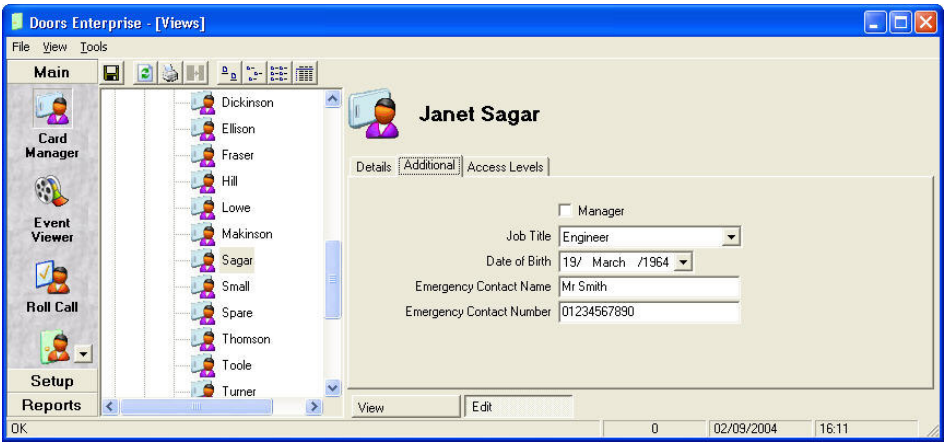
  Import an image from the Windows clipboard

- **Load Photo from Camera or Scanner**

  An image can be captured from any TWAIN-compliant device, such as a camera or scanner. If you have two or more such devices an option box appears.

You can zoom in and out using the **Zoom** bar, located to the right of the image. To centre the image click and hold on the photo, you can then drag the image around until its centred. When you have a picture loaded you can use the additional icons on the upper right to adjust the brightness and contrast of the image to improve clarity. When you are happy click **OK** and the picture will be saved. You can go back to the picture at any point and make further adjustments or load a new picture by following the same procedure.

Additional



The **Custom Fields** are displayed on this tab. Notice they are set to the correct data type. The **Manager** field is a checkbox, **Job Title** is list containing the entries created previously, **Date of Birth** will only allow dates, and the **Emergency Contact** fields accept text or numbers.

Access Levels

Add Access Levels to the **Selected Access Levels** list by either clicking the **>** icon, or by selecting a level, then dragging and dropping in the Selected list. Remove access levels in the same way. To view a list of doors that are part of the access level, expand it by clicking **+**. A maximum of two access levels may be added per site for a cardholder.

Event Viewer

Event Viewer can be found in the **Main** section of the **Menu Bar**. The **Live Events** report is created by default and cannot be changed.

Event Viewer gives the user the scope to create a report based on their specific requirements. Reports containing criteria such as **Event Type**, **Door** and **Space Zone** can be easily produced.

The Toolbar

Located at the top of the screen, the toolbar gives access to common actions.

These are: (from left to right)

- **Save Criteria**

  Save the report definition.

- **Switch to "Play" mode**

  Show data based on live events.

- **Switch to "Pause" mode**

  Show data based on historical events.

- **Refresh**

  Recalculate the report - useful when changing criteria in "Pause" mode.

- **Show criteria**

  Show the criteria section, allowing report criteria to be changed.

- **Hide criteria**

  Hide the criteria section, and display the report in the full screen area.

- **Print**

  Print the report to up to two printers.

- **Export**

  Export the report as a character-delimited string. This can then be imported into a Microsoft Excel, or any similar spreadsheet application.

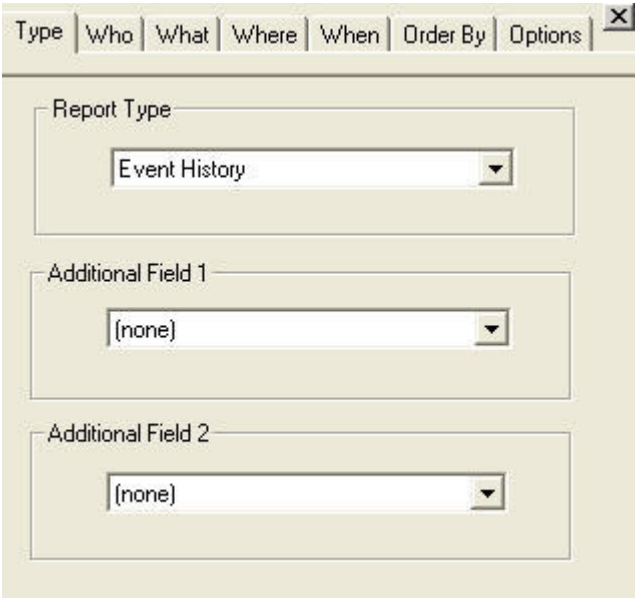
Creating a Report

The **Live Events** gives an overview of all card transactions. In **Play** mode, events will be continually added to the list as they arrive. **Pause** mode shows all events for that date range.

To create a new report, click **File,** then **New.** A window entitled **New View 1** will open. Click the **Show Criteria** button on the toolbar.

A series of tabs will become visible on the left hand side of the screen. Using these, the report criteria can be edited.

Type



Select the appropriate report type.

- **Event History**

  Shows card historical card transactions
- **Card Count**

  Shows the number of card transactions by cardholder
- **Door Count**

  Shows the number of times a door has been accessed
- **Event Count**

Shows the number of Event Types (Card OK, Card Logout by PC, etc.)

- **Zoned Roll Call**

  Shows a Roll Call Report by Space Zone

- **APB Zoned Roll Call**

  Shows a Roll Call Report by Anti-Passback Zone

- **Attendance**

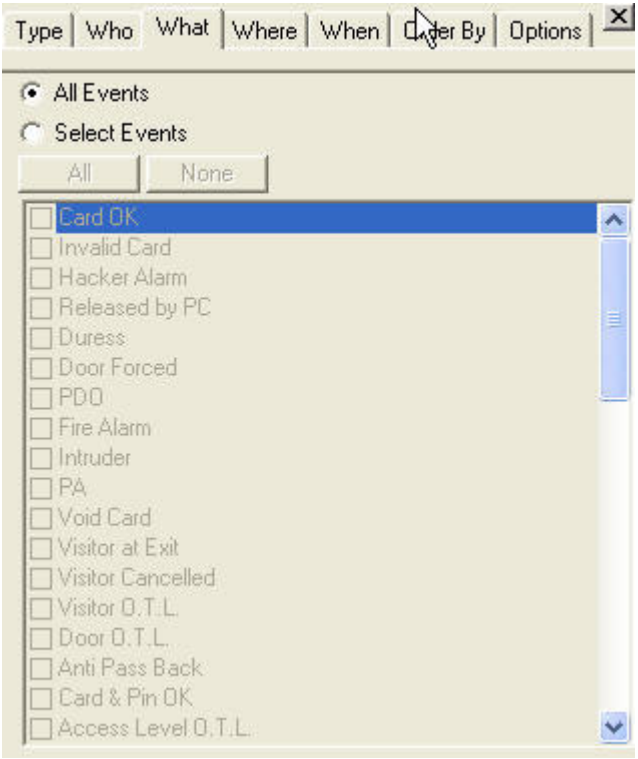
  Shows start time, and finish time and attendance hours by cardholder

Select up to two **Additional Fields** from the lists provided. These will appear at the end of the report.

Who

Filter the report by cardholder criteria, as specified in **Card Manager.**

What

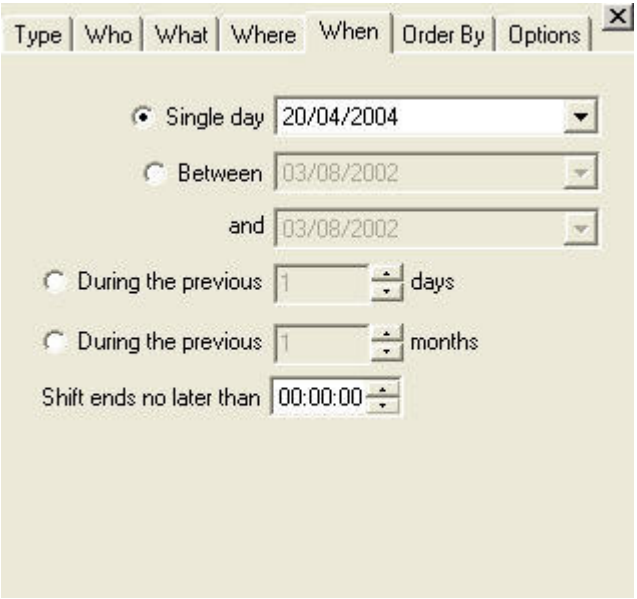


Filter the report by specific **Event Types**.

Where

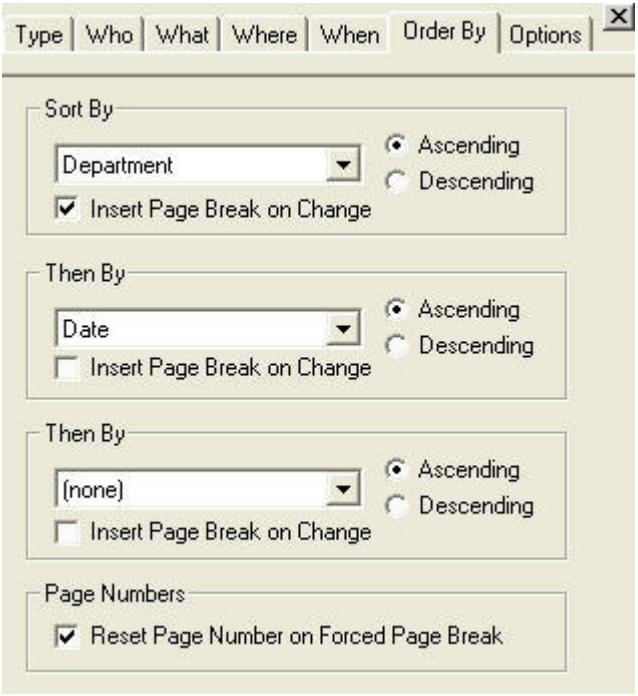
Depending on the **Report Type**, select **Doors**, **Space Zones** or **APB Zones** as appropriate.

When



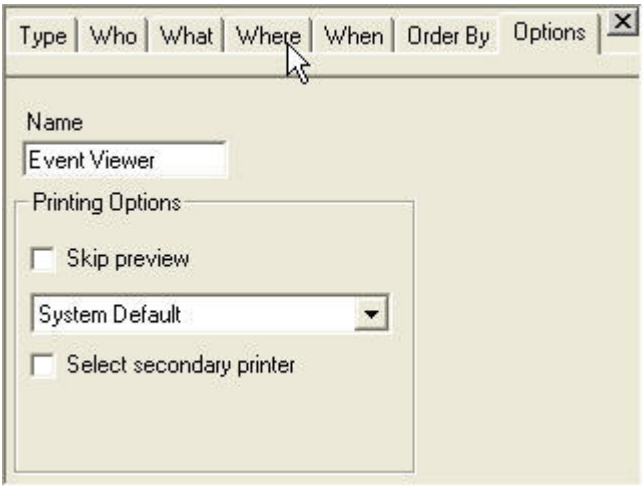
Select the required **Date Range** from the above options. The **Shift ends no later than** field applies to the **Attendance Report** only. Specifying a time here sets the time that a day changes to the next. For instance, should a report be required to show attendance for nightshift workers who's shift ends at 4am, the shift end time would be set to 05:00:00, thus ensuring all cardholders are off site and accurate information can be calculated

Order By



Reports can be sorted by up to three fields (including any **Additional Fields** selected in **Type**) in either ascending or descending order. Page breaks can be inserted on the change of a field, and the page numbers can be reset on these changes.

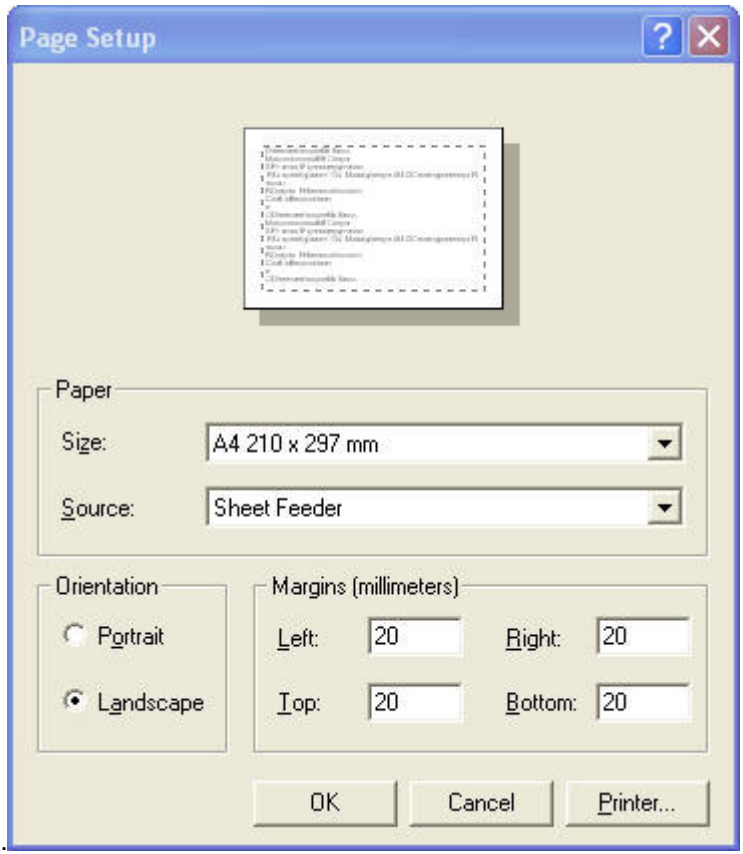
Options



Give the report a name, and select the printing options. Up to two printers can be used, and a preview can be shown on screen.

Printing

Further to the **Options** section, margins, orientation and printer can be set from **Page Setup** applet, located in the **File** menu.



Saving

Once the report criteria has been selected, save the report by clicking **File**, then **Save**. This report will now appear in the relevant section of Event Viewer. Existing reports can be modified and saved under a different filename by selecting **File**, then **Save As**.

Report Types

History Reports show historical card transactions. Create a history report by selecting **Event History** from the **Type** tab. When viewing results, right-click the mouse to show the cardholder details, as shown below

EventID	Card	ID	Cardholder	Location	Reader	DateTime	Event
64938	10	412372210010	Wilkinson Adam	BSB: Support	In	07-Jan-2005 07:45:41	Card OK
64937	10	412372210010	Wilkinso	Show Cardholder Record	Out	07-Jan-2005 07:42:58	Card OK
64936	10	412372210010	Wilkinso		In	07-Jan-2005 07:41:22	Card OK
64935	10	412372210010	Wilkinson Adam	BSB: Reception	Out	07-Jan-2005 07:40:50	Card OK
64934	10	412372210010	Wilkinson Adam	BSB: Reception	In	07-Jan-2005 07:38:12	Card OK
64933	10	412372210010	Wilkinson Adam	BSB: Support	Out	07-Jan-2005 07:38:10	Card OK

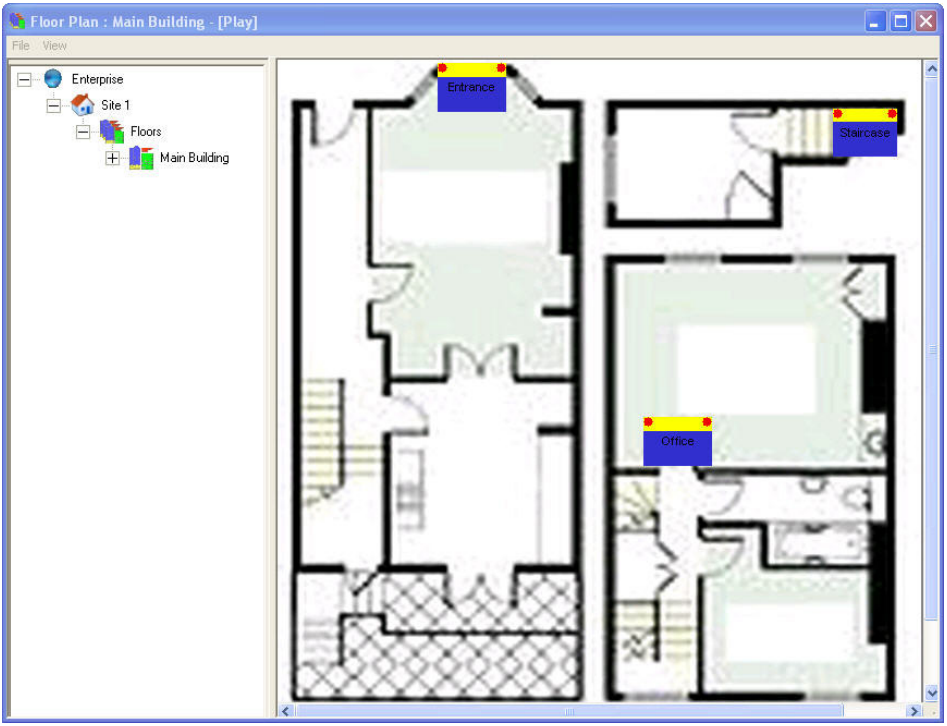
Count Reports (**Card Count**, **Door Count** and **Event Count**) summarise card transaction by card, door and event type respectively.

Roll Call Reports (**Zoned Roll Call** and **APB Zoned Roll Call**) show cardholder information by zone.

Attendance Reports show start times, end times and total hours by cardholder for a specified period. Create an attendance report by selecting **Attendance** from the **Type** tab.

Floors

The Floors option shows a live view of Floor Plans. The status of each space within a floor is displayed, along with whether the “owner” of that space is on site, and if the input associated with the space is open or closed.



Status

Each space is shown as one of the below states.

State	Description
State 0	Space Available and Not Reserved
State 1	Space Rented and Not Reserved, User Off Site
State 2	Space Rented but In Dispute, and Not Reserved, User On Site
State 3	Space Available and Reserved, User Off Site
State 4	Space Rented and Reserved, User Off Site
State 5	Space Rented but In Dispute, and Not Reserved, User Off Site

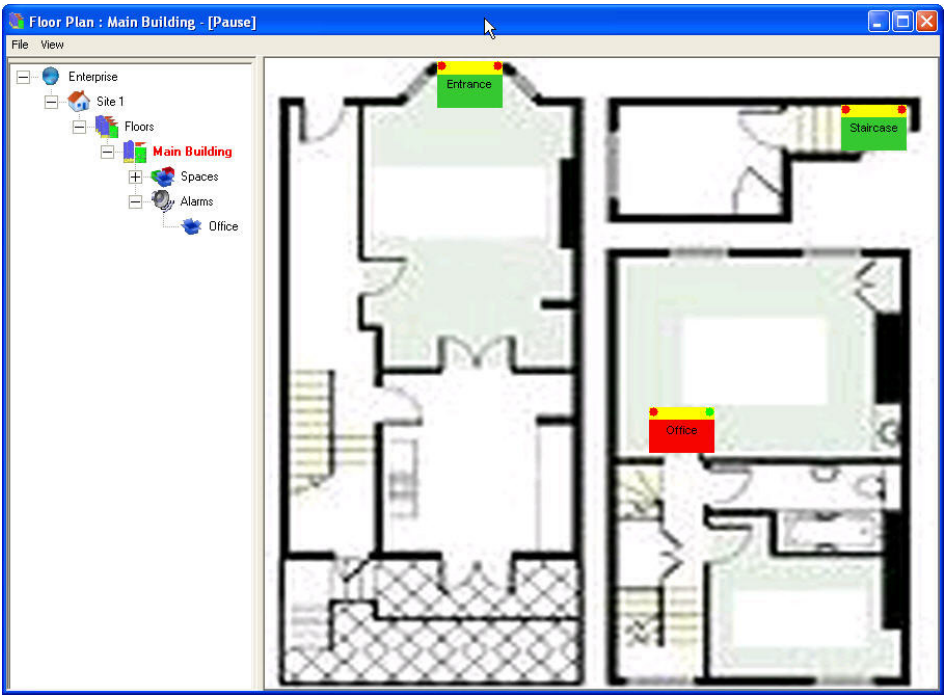
Further to this, the banner section will also show both whether the “owner” of the space is on site (left side), and the input is open or closed (right side), as shown below:

Raising Alarms

A space is said to be in an alarm state when the input associated with it is open, and the “owner” of the space is off site. In this situation, the following events will arise:

- An alarm will sound on all PCs running Doors Enterprise.
- The Alarms screen will be shown, with the most recent alarm highlighted. Alarms are covered in greater detail in the next section.
- Should the Floors screen be open, the alarm triggering the space will be highlighted in red. Also, the floor name in the tree will be highlighted. In this way, the administrator can be aware of more than one floor alarm at any given time.
- Floors will go into pause mode.
- The Relay B Input will be triggered momentarily, sounding an alarm if necessary.

The **Floor Plan** view in an alarm situation is show below.



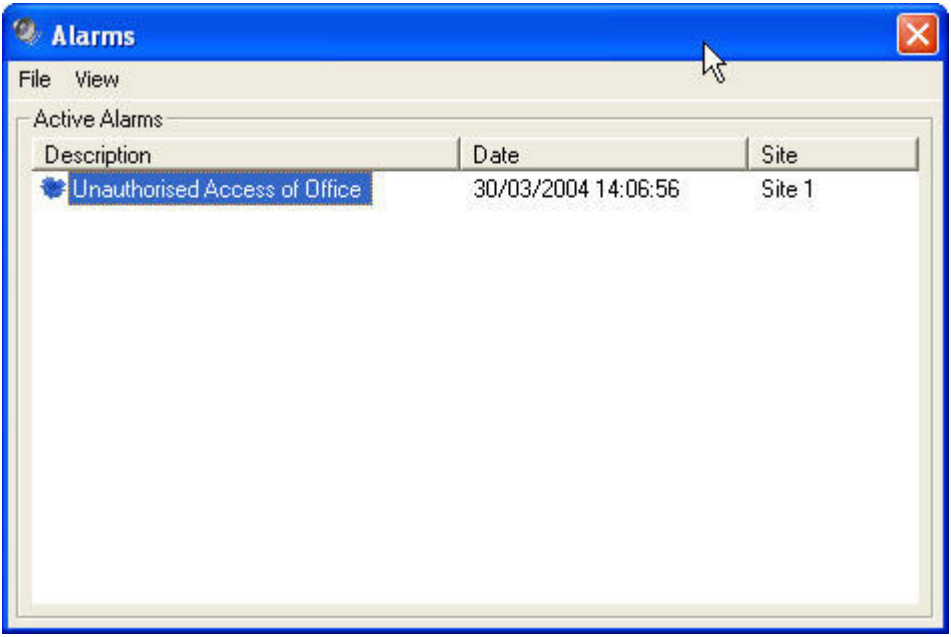
Resetting Alarms

Once the input creating the alarm is closed, right-clicking the space will present the user with the option to reset the alarm. By doing this, the space will return to it's normal colour, and if all alarms are cleared, Floors can be placed in "Play" mode again.

Alarms

As described in the Floors section, when an alarm is raised, the Alarms Screen is presented to the user. It gives the capacity to add an explanation of the alarm. Once authorised, the alarm will be removed from the list, saving details of the user intervention to a text file.

Current Alarms



Double-click the alarm to add comments. Before these can be saved, the username and password must be confirmed.

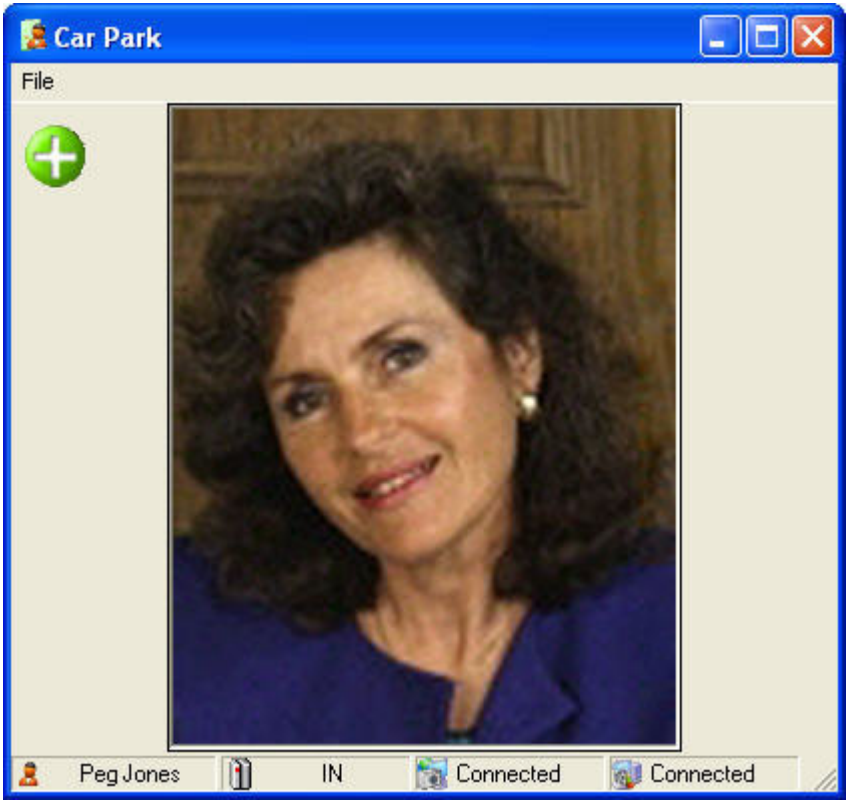
Actioning Alarms

Action - Unauthorised Access of Office
Action Taken
False Alarm - User on site, but not logged in - asked to ensure his card is presented when entering the building.
User Name
Progeny
Password
OK
Cancel

The text file containing a history of these comments can be found on the server in **C:\Program Files\Doors Enterprise\Alarms\AlarmActions.txt**, where **C:\Program Files\Doors Enterprise** is the installation directory.

Photo Watch

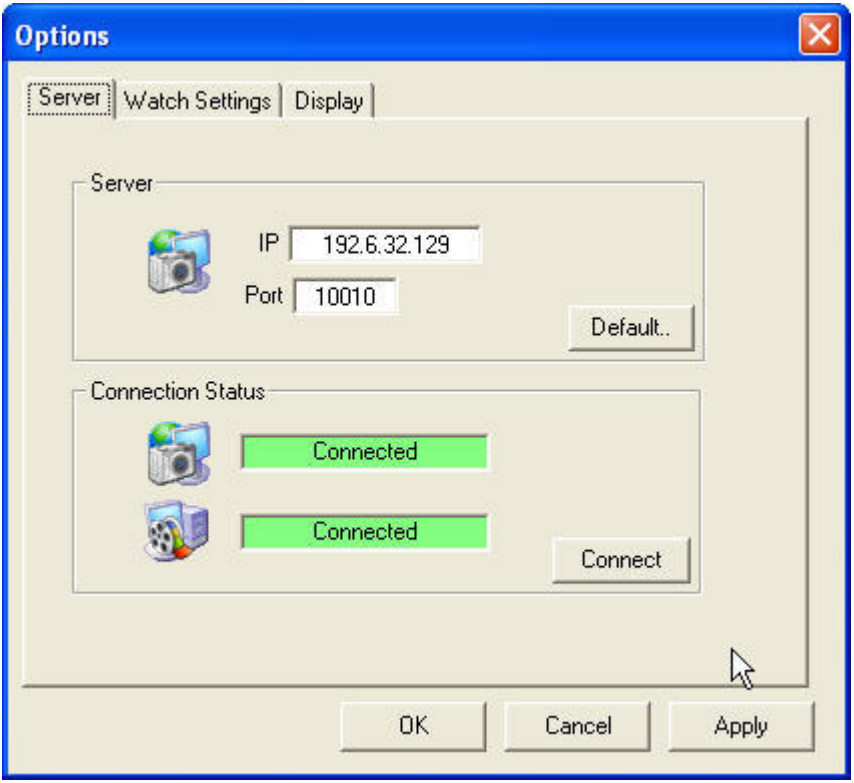
This is a separate client program that can be set up to monitor cards presented at a given door. This program will then pop up on screen showing the photograph of the authorised Card Holder. Several doors may be watched at the same screen by adding folders from Photo Watch. Each can then be set up to watch a different door.



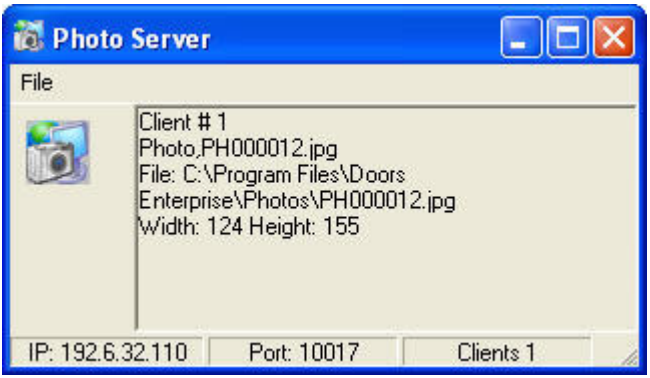
To configure the photo watch program go to the **File** menu and select **Settings**. A dialog with three tabs will be displayed:

- Server
- Watch Settings
- Display

Server

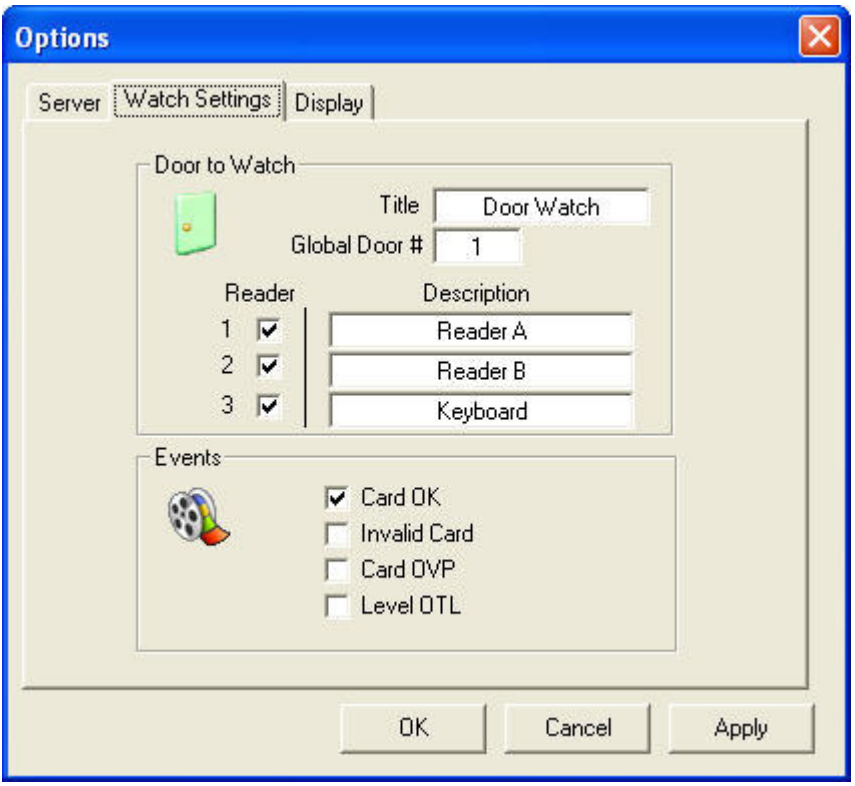


The photo watch program needs to connect to two servers - the Event Server (Part of the DDC) and the Photo Server. It does this using TCP/IP and simply needs the IP address of the Server PC. If you are not sure what this is double click the Photo Server icon in the system tray: -



The IP address is shown in the bottom left corner of the status bar. Ignore the port number displayed here. If the settings are correct the two connection status boxes will show green.

Watch Settings



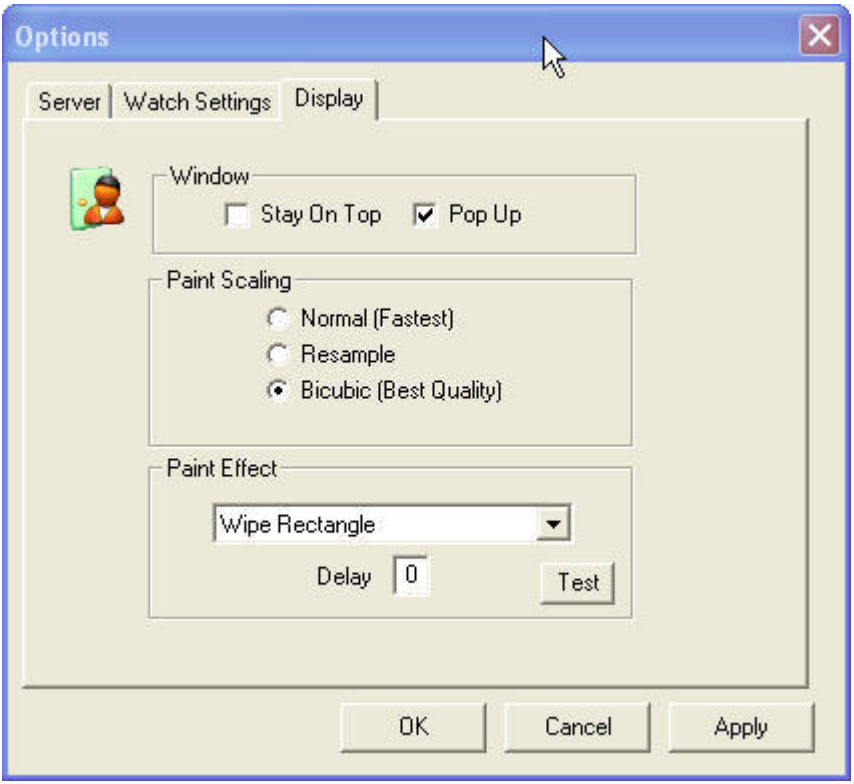
The title refers to the heading when photo watch pops up. The global door number determines which door will be monitored. To get the Global Door # for the door you are interested, in look at the controller settings in System Builder.

The check boxes for readers 1, 2 and 3 allow you to monitor any or all on the readers. Reader 1 and 2 refer to readers A and B; reader 3 refers to the keyboard (when used as virtual card reader). Each reader can also be given a description to display in the status bar.

The event's check boxes allow you to select the types of card activity that will cause the photo to be collected and displayed.

Display

This tab gives control over the display behaviour of photo watch.



If the **Stay On Top** check box is ticked, the photo watch window will always be visible even if other programs are activated. A tick in the **Pop Up** check box will allow the photo watch window to pop up from minimised and come to the front of other windows.

The paint scaling options give control over the quality and speed of photo display.

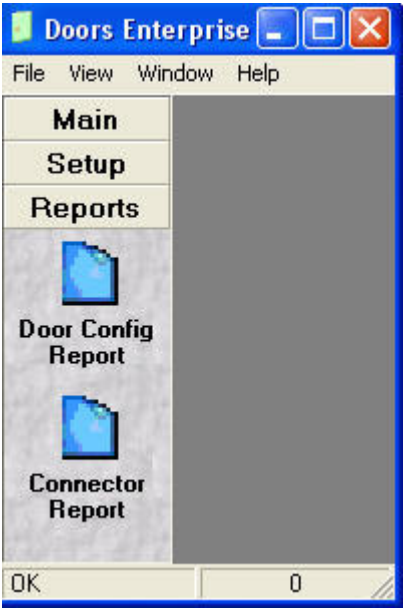
The **Paint Effect** list box and delay allow different attention getting effects to be used. You may need to experiment with combinations of effect and delay depending on the speed of the client PC.

Produce Reports

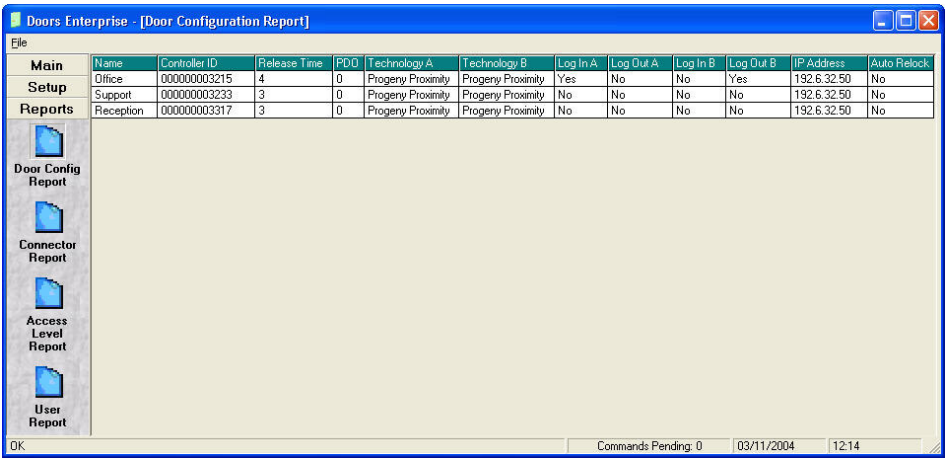
Reports from Doors Enterprise can be split into two categories – **Configuration Reports** and **Event Reports**.

Configuration Reports

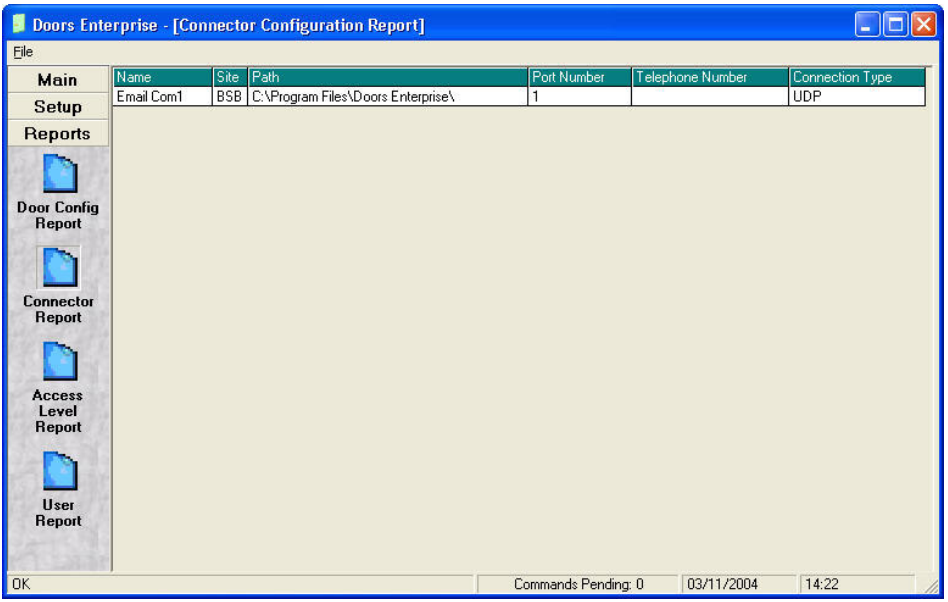
These can be found on the **Menu Bar**. These are standard reports allowing the user to view a summary of the system configuration, for example doors and connectors. Examples of these are shown below.



Clicking a report will open a preview window, giving the user the option to print or export. Examples of these reports are shown below.


Doors Enterprise - [Door Configuration Report]
File
Main
Setup
Reports
Door Config Report
Connector Report
Access Level Report
User Report
Name | Controller ID | Release Time | PDO | Technology A | Technology B | Log In A | Log Out A | Log In B | Log Out B | IP Address | Auto Relock
Office | 000000003215 | 4 | 0 | Progeny Proximity | Progeny Proximity | Yes | No | No | Yes | 192.6.32.50 | No
Support | 000000003233 | 3 | 0 | Progeny Proximity | Progeny Proximity | No | No | No | No | 192.6.32.50 | No
Reception | 000000003317 | 3 | 0 | Progeny Proximity | Progeny Proximity | No | No | No | No | 192.6.32.50 | No
OK
Commands Pending: 0
03/11/2004
12:14

Door Configuration Report



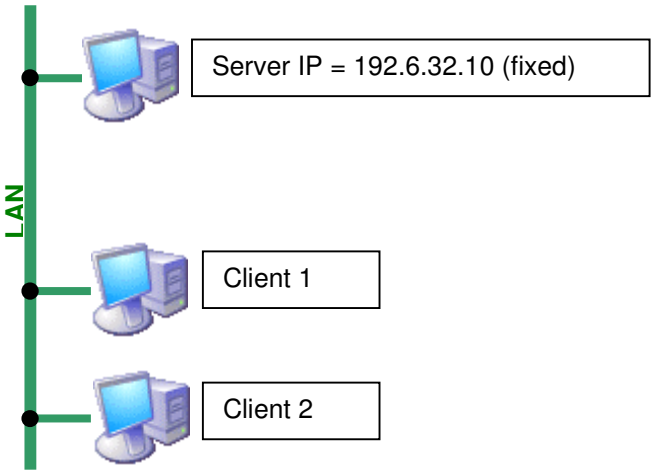
Connector Configuration Report

Installing and Configuring Multiple Users

Doors Enterprise is a client-server application. This means that the software is broken into two or more components (Client and Server). The Server component deals with communication with the hardware and management of the central database. The Client component provides the user interface, including programming, monitoring and reporting. These components work together, and may run on the same PC or on separate PCs.

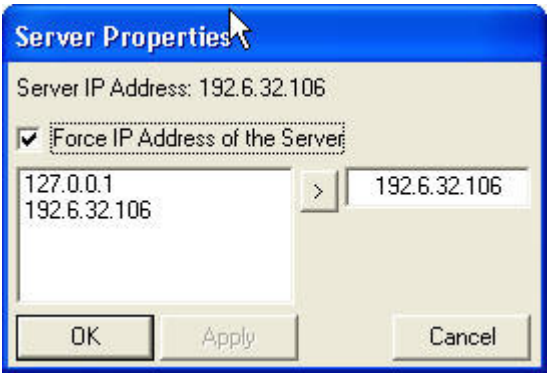
This has several advantages over a conventional application:

- The user interface can be hosted on a separate PC from the server. The server can then be located in a secure location where hardware connections are made and database is stored.
- The client part of the software can be located at more than one location or moved without having to move connections to the hardware.
- More than one user may use the system at the same time.



Server Setup

Should the server be running on a different PC to the client, the user may have to configure the server. Click **File**, then **Properties**, and you will be presented with the following screen:



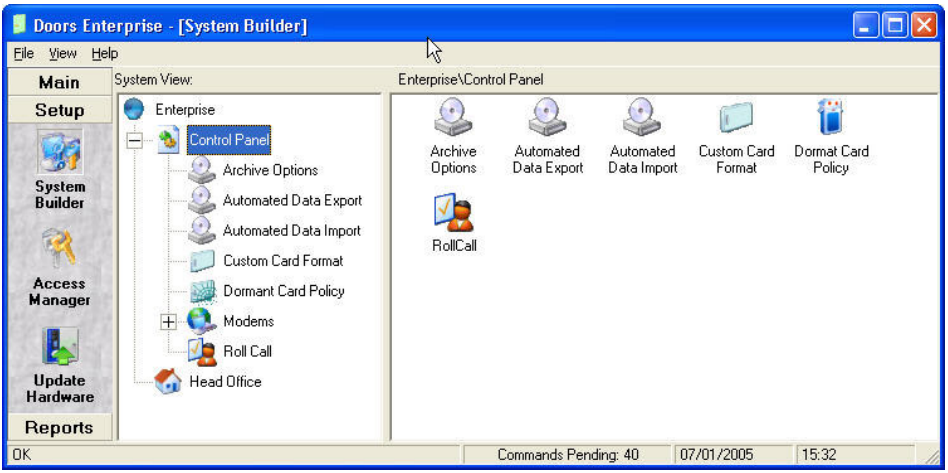
If the server has more than one LAN Adaptor, the **Force IP Address of the Server** must be selected, and an IP address added.

Client Setup

As with the server, if these two components are running on separate machines, the IP address of the server must be specified. Do this by going to **File**, then **Server Settings** from the **Login** screen. If server and client are on the same machine, leave **Obtain an IP address automatically** selected.

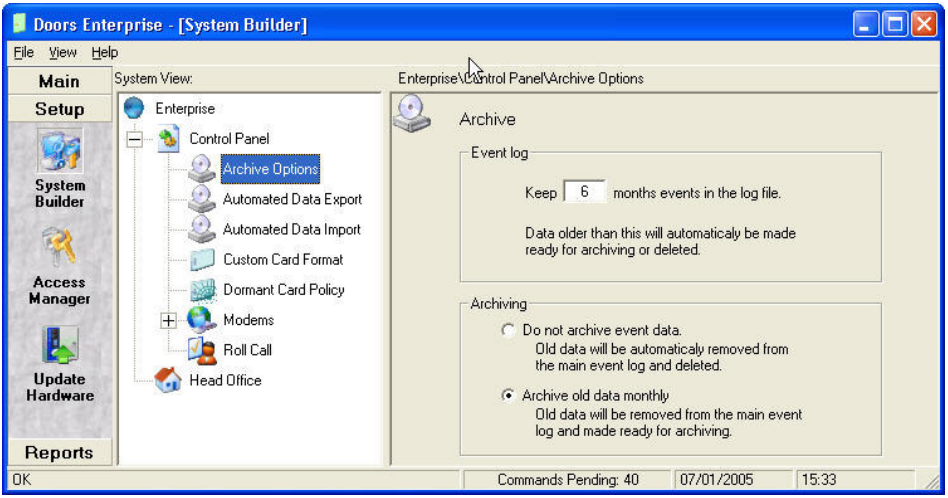
Control Panel

As with the Control Panel in Windows, this is a helper program that allows you to change settings within Doors Enterprise.



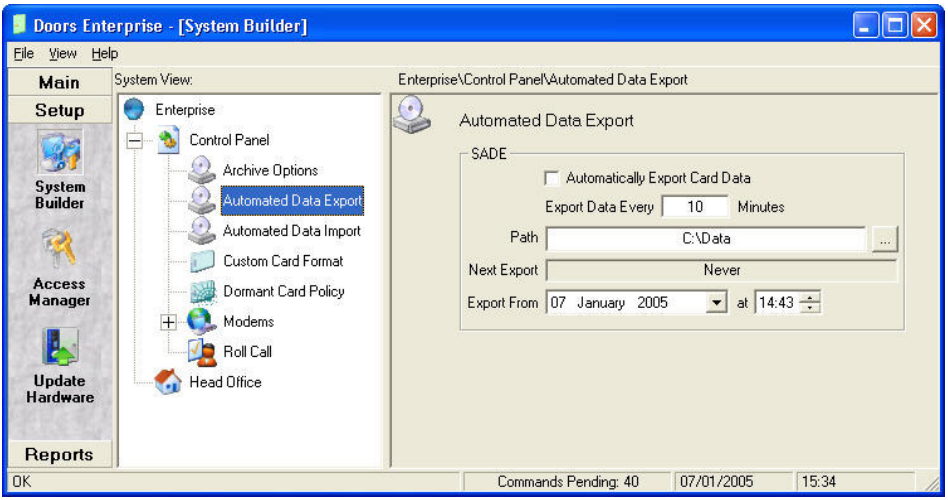
Archive Options

The **Event Log** stores details of all card transactions. As part of routine system maintenance, it may be necessary to archive or delete data from the Event Log. The required parameters for this can be set in **Archive Options.** Specify how long data is to be retained for, and whether to archive or delete this data.



Automated Data Export

This feature allows a .CSV file to be updated with all “Card OK” transactions at specified intervals. The SADE export is intended for use with TimeKeeper. Select the **Automatically Export Card Data** checkbox to enable this feature, then specify an export period and path to the export file. Although the **Export From** date and time will be updated by each export, it is possible to set these values at any time. These parameters will be used in the next export. A file named SADE.csv will be created in specified folder.

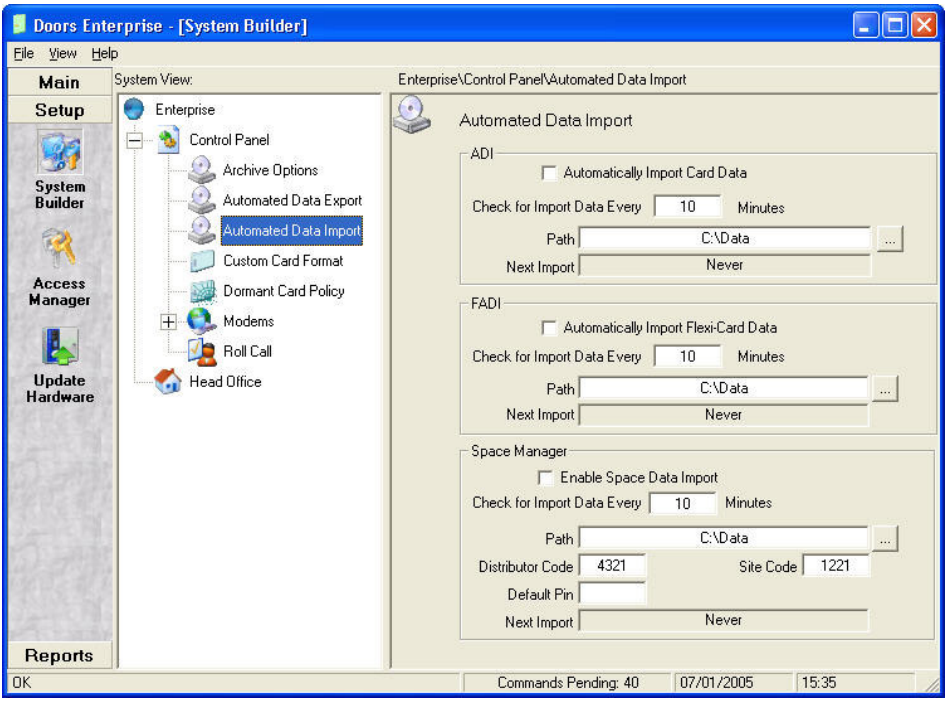


The format is: **TT0CCCCC00000DD-MM-YY001HHMMB**

TT	Door Number (00 to 99)
0	Filler
CCCCC	Last 5 Digits of Card Hot stamp Number
DD-MM-YY	Date of Card Transaction
001	Filler
HHMM	Time of Card Transaction
B	B = in Transaction, E = Exit Transaction

Automated Data Import

Automated data import provides an input side to the systems integration features of Doors Enterprise. Other applications such as Student Management and Storage Rental can send update messages to the doors access control system. This can save duplicating user input and automate the management of Members, Students etc.



Formats

ADI for Existing Card Packs

ADI for Space Manager

ADI for Flexi-Cards

ADI for Space Manager

Format = Fixed field width

Position	Field	Length	Type
1 to 10	Resource Name	10	Alphanumeric
11 to 20	Card ID	10	Numeric
21 to 50	Name	30	Alphanumeric
51	?	1	?
53	State	1	Numeric (0 to 9)

Example:

```
001                                                0
002       0022780   BARGIGLI                     1 1
003       0033360   COM ANNONCEURS               1 2
005       0055076   LITTORAL DIGITAL COMPETENCES 1 1
014       0149605   GIRAUD                       1 2
018                                                0
```

Automated Data Import (ADI) for Flexi-Cards

Using Flexi Card ADI

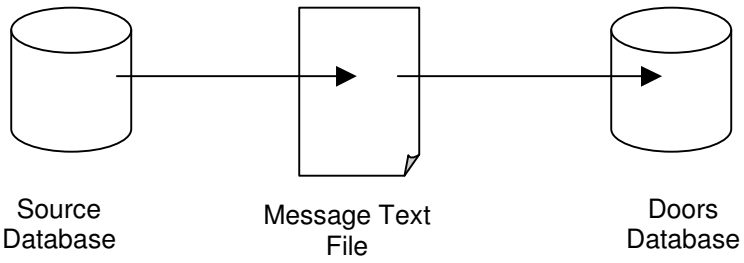
Flexi cards use twice the memory of a card in a card pack. This is one reason why it is important to manage the use of flexi cards carefully. New flexi cards will be added to those already in the P3 controller. Although old flexi cards cannot be deleted, flexi cards do have the unique ability to change the Card ID. This means that any dormant cards that are no longer in use can have the memory space re-allocated to a new card. Also, if a user loses a card a new card can be substituted for the old one and inherit all the access privileges of the old card, at the same time as removing the security risk of the old card.

So, wherever possible, data supplied for new flexi cards should try to make use of redundant card IDs. In this way the flexi cards registered in the P3 controllers will all be current and maximise memory efficiency.

Guidance to Source Database Programmers

The source database is the reference database. Some or all of the records will be synchronised with the Card Holder database in Doors Enterprise. This is done by means of a message text file from the Source Database to the Doors Enterprise system. Using an agreed file name and directory the source application writes change messages into a text file. The Doors enterprise software looks for this file. If found the file is moved it to a work area. Once the messages in the text file have been processed the file is deleted.

The format of this file and the rules used in processing it are detailed later in this document. The processing will include updating the P3 access control system. As such, other than creating and writing to the message text file, there is no further action needed by the source application.



Source Data

- **Adding records:** Check to see if any existing cards are redundant. If so, then use this record and create a change record in the message text file giving the OLD and the NEW Card ID. If the no redundant cards exist then add a new record and send a change record with the NEW Card ID set and the OLD Card ID = “” (Blank String)
- **Changing records:** If changing a cards access detail or name detail do so and send a change record and make the OLD and NEW Card ID the same.
- **Swapping the Card ID:** If the Card ID for a user needs to be changed write a change record that simply details the NEW and OLD Card ID’s
- **Making redundant records:** If a card is no longer in use simply mark it as redundant and send a change record that has the OLD and NEW Card ID the same and the Enabled Status set to “False”.

Don’t forget that in order to open a door a card must have:

1. A Valid Card ID
2. Card Status set to Enabled
3. A Valid Access Level

Message Text File

Format = CSV

Position	Field (* = required)	Length	Type
1	New Card ID *	12	Numeric
2	Old Card ID *	12	Numeric
3	Last Name	30 max	Alphanumeric
4	First Name	30 max	Alphanumeric
5	Valid From Date	10 dd/mm/yyyy	Alphanumeric
6	Valid To Date	10 dd/mm/yyyy	Alphanumeric
7	Enabled Status	5 max	True / False
8	SiteName:Access Level 1	30 Max	Alphanumeric
9	SiteName:Access Level 2	30 Max	Alphanumeric
10	Custom 1	40 Max	Alphanumeric
11	Custom 2	40 Max	Alphanumeric
12	Custom 3	40 Max	Alphanumeric
13	Custom 4	40 Max	Alphanumeric
14	Title	30 Max	Alphanumeric
15	Department	30 Max	Alphanumeric
16	Personnel Number	20 Max	Alphanumeric
17	Notes	60 Max	Alphanumeric
18	Hot stamp	40 Max	Alphanumeric
19	Photo File Name	40 Max	Alphanumeric
20	Replacement Access Level a**	30 Max	Alphanumeric
21	Replacement Access Level b	30 Max	Alphanumeric
21 + n	Replacement Access Level (+ n)	30 Max	Alphanumeric

Example:

```
432165830924,432165831005,Barclay,Ian,01/01/2002,31/12/2010,TRUE,Manchest
er:Level1,Manchester:Staff,Member,,,,Mr,,,, London:Level1,
Birmingham:Level2, Liverpool:AllDoors, etc
```

Import Rules:

- If the [OLD CARD ID] cannot be found then ignore the record
- If the [OLD Card ID] = “” (empty string) then add the New card ID as a new flexi card.
- If the [New Card ID] is not numeric or = 12 digits in length then ignore the record.
- If the [New card ID] = [Old Card ID] then update the card details.
- If the Card has no access levels then add [Access Level 1] and [Access Level 2] if they exist.
- [Access Level 1] and [Access Level 2] must match the name of an existing access level or be blank. Other wise ignore the record.
- Any fields other than [New Card ID] and [Old Card ID] are optional but must have the comma delimiter.
- ** If replacement access levels fields are populated
    - Existing access levels will be removed
    - The new list of access levels will be added as long as this does not exceed the max of two levels per site
    - Hardware update will occur automatically

ADI for Existing Card Packs

Position	**Field** (* = required)	**Length**	**Type**
1	Card Number*	12	Numeric
2	Last Name	30 max	Alphanumeric
3	First Name	30 max	Alphanumeric
4	Valid From Date*	10 dd/mm/yyyy	Alphanumeric
5	Valid To Date*	10 dd/mm/yyyy	Alphanumeric
6	Enabled Status*	5 max	True / False

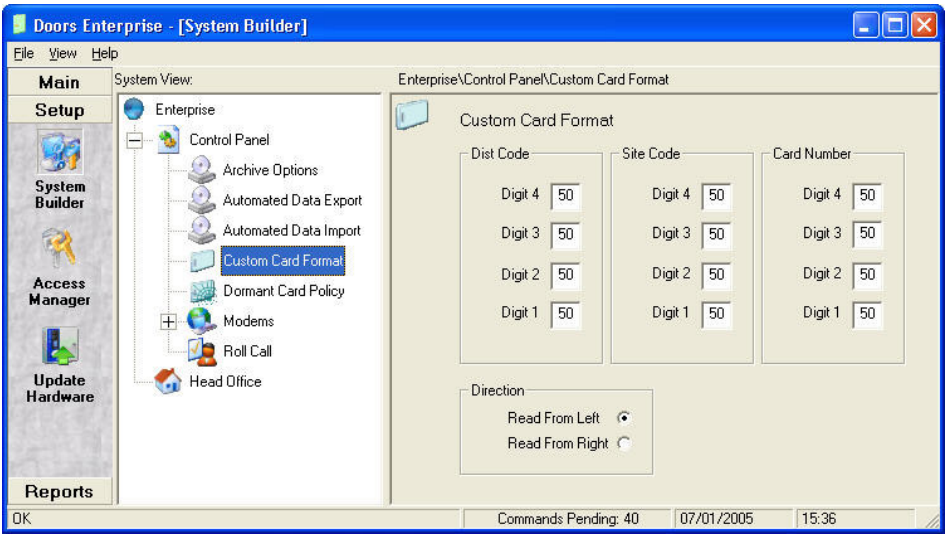
Filename = CardData.csv

Example:

```
432165830924,Barclay,Ian,01/01/2002,31/12/2010,TRUE
432165830925,Bartlett,Peter C,01/01/2002,31/12/2010,TRUE
```

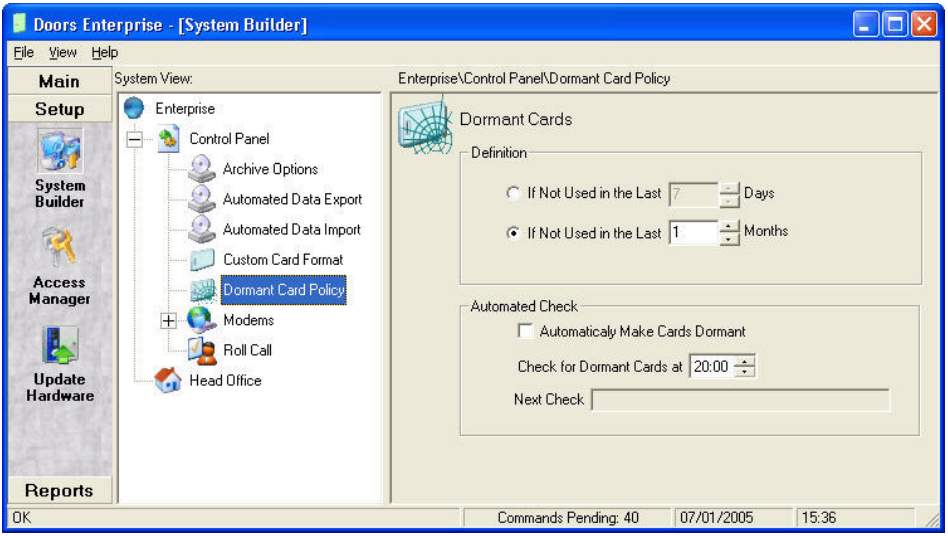
Custom Card Format

As described in **Adding a Door**, the **Reader Technology** can be set for each reader. Should **Custom Format** be specified, the controller needs to know what this format is. As all cards can be broken down into a **Distributor Code**, **Site Code** and **Card Number,** the positions of each digit making up these numbers must be specified. The reader must also be aware of whether to read from the left or right of the card.



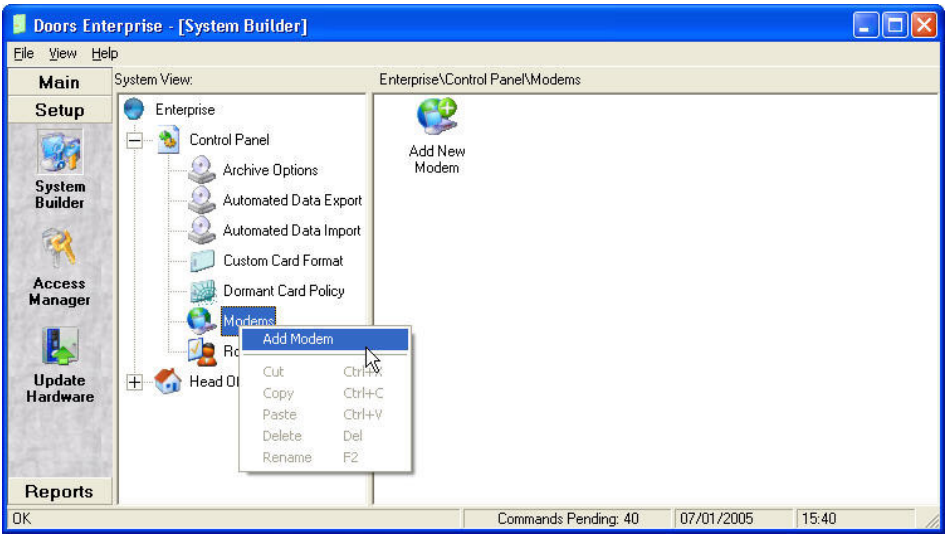
Dormant Card Policy

A situation may arise whereby an excess of cards are in circulation. If a card is reported as lost, but not cancelled, this will allow the possibility of unauthorised access. Whilst disabling the card in **Card Manager** is undoubtedly the most secure way of managing this, **Dormant Card Policy** offers a further level of protection. If a card is not used for a set period (in the example below, it is one month), it will be flagged as **Dormant.** By checking **Automatically Make Cards Dormant**, the server will update the relevant controllers of this at the specified time.

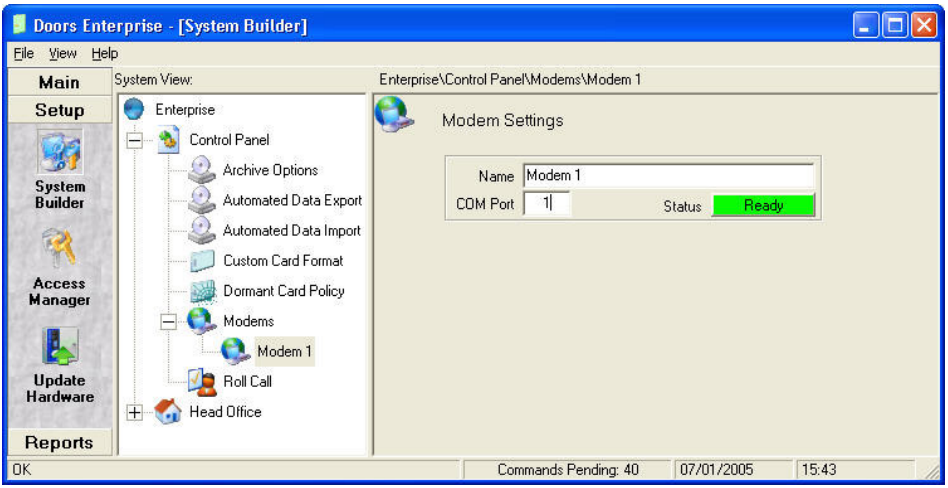


Modems

Modems are used in conjunction with connectors. Add a modem in the usual manner.



Once added, give the Modem a name, and select the COM port.

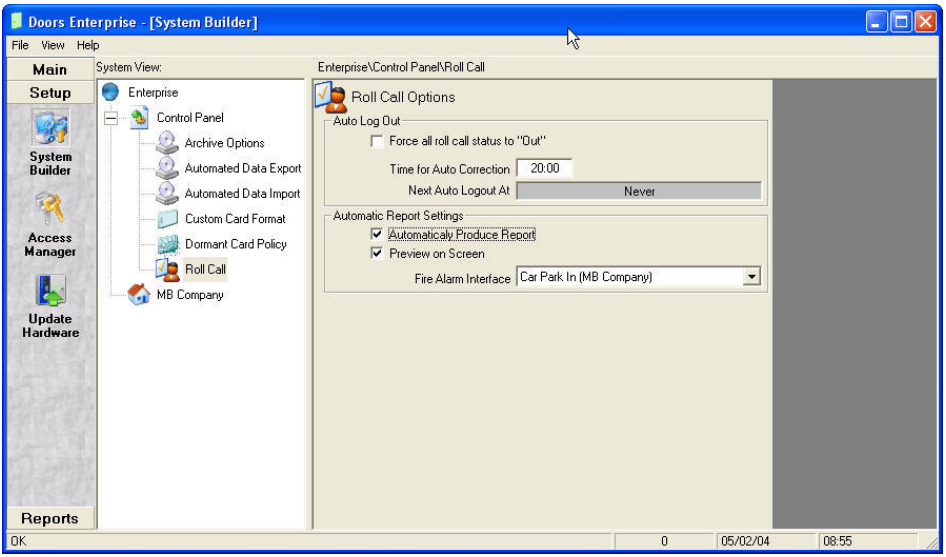


When launching a connector that uses a modem connection, the server will find the next free COM port to use. The status (**Ready** or **In Use**) can be seen on the Modem Settings screen.

Roll Call

In the event of a Fire Alarm, as well as opening doors in **Space Zones,** and setting **APB Zones** to **Discovery Mode** (if required), the system can automatically produce a **Roll Call** report. As with Space and APB Zones, setting the **Fire Alarm Interface** triggers this.

Roll Call also allows cards to be set to **Out** at a specified time. Should this option be set, the **Next Auto Logout Time** will be shown.



When triggered, a roll call report is produced.

Last Name	First Name	Title	Department	Last Known Location	Last Date	Roll Call
Bend	Ian	Mr	TD	Support	07/01/2005 07:30:51	In
Bonsall	Julian	Mr	Development	Office	04/01/2005 17:19:25	?
Briggs	Paul	Mr	Production	Reception	07/01/2005 10:00:01	In
Burby	Brett	Mr	MD	Office	07/01/2005 12:23:04	Out
Butt	Munawer	Mr	Support	Support	07/01/2005 12:33:25	?
Clemson	Anthony	Mr		Reception	07/01/2005 07:36:59	In
Clemson	Gillian		Production	Reception	06/01/2005 16:54:54	Out
Colquhoun	Steve			Support	07/01/2005 07:27:23	In
Dickinson	Gillian	Miss	Accounts	Office	07/01/2005 12:26:34	Out
Ellison	Mark	Mr	SD	Support	06/01/2005 07:27:07	?

Backup

This very important aspect of system maintenance should not be taken lightly. Disaster recovery is the most important reason that you should back up your data on a regular basis. Backing up gives you the ability to get back on line quickly and efficiently. There is are a number of reasons why backups are useful:

- Hardware failure
- Accidental (or otherwise) deletion of data
- Natural disasters such as flooding or fire
- Theft of equipment
- Archiving of data

So having determined how important backups, are the next questions that come to mind are:

- How often should the backups be done
- What files should be backed up

The decision of how often to backup comes down to how much data loss is acceptable. The longer time interval and the more valid changes are made to the data, the more detrimental the impact. So the question of “how often” is dependant on how fast the data is being changed. When the system is first installed a lot of data is being input and it makes sense to backup at regular intervals during this process. Then once the system has settled down, only minor maintenance changes will be made every few days or so. The frequency of backup can be reduced.

The question of what to backup can be complicated dependant on the layout of your system. The simplest answer is to backup all files and subdirectories starting from the install directory (the default location is **C:\Program Files\Doors Enterprise**).

How the backup is done will depend on the facilities available to your PC. If the PC is networked it may be possible to set up a backup directory on another PC or Server.

A low cost option for both networked and stand alone PC’s is a CD writer.

LAN Adapter

The 32-bit Redirector can be used with Windows 98 and Windows NT operating systems on both IP and IPX networks. If you are using TCP/IP on your network card, you can add IP services. If you are using Microsoft's IPX/SPX-compatible protocol on your network card, you can add IPX services. You can add up to four services in any combination.

Installing the Redirector Software

Installation is the same for both Windows 98 and Windows NT.

1. Copy the self-extracting archive red32bit.exe into a temporary directory on your hard drive.

2. Run red32bit.exe to extract the Redirector files on your hard drive. One of the extracted files will be install.exe.

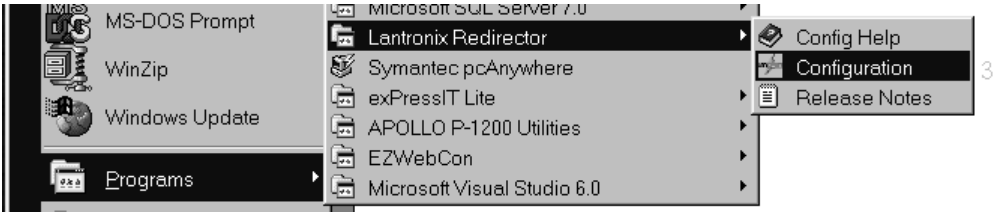
3. Run install.exe. The installation program has a Help program, which will guide you through installation and configuration of the Redirector.

Note: To configure the Redirector for use on an IP network, you will need the IP address of the server and the TCP port number of the service.

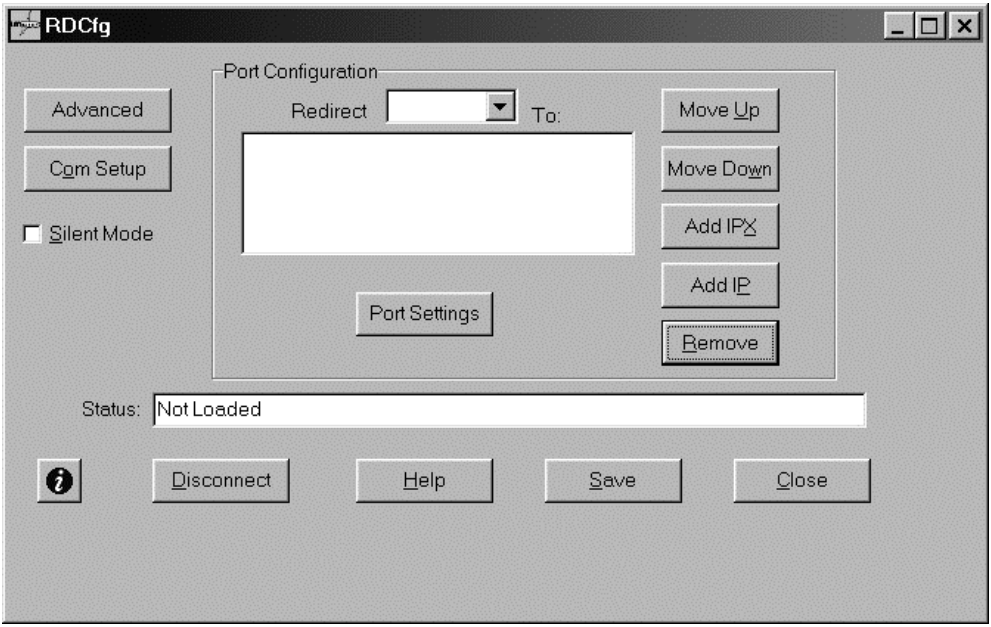
The factory set value is 192.6.32.200 Port 3005

Configuring the Redirector

In order to bind the LAN adapter to a particular COM port you need to configure the redirector. From the start button locate the redirector and run the configuration program.

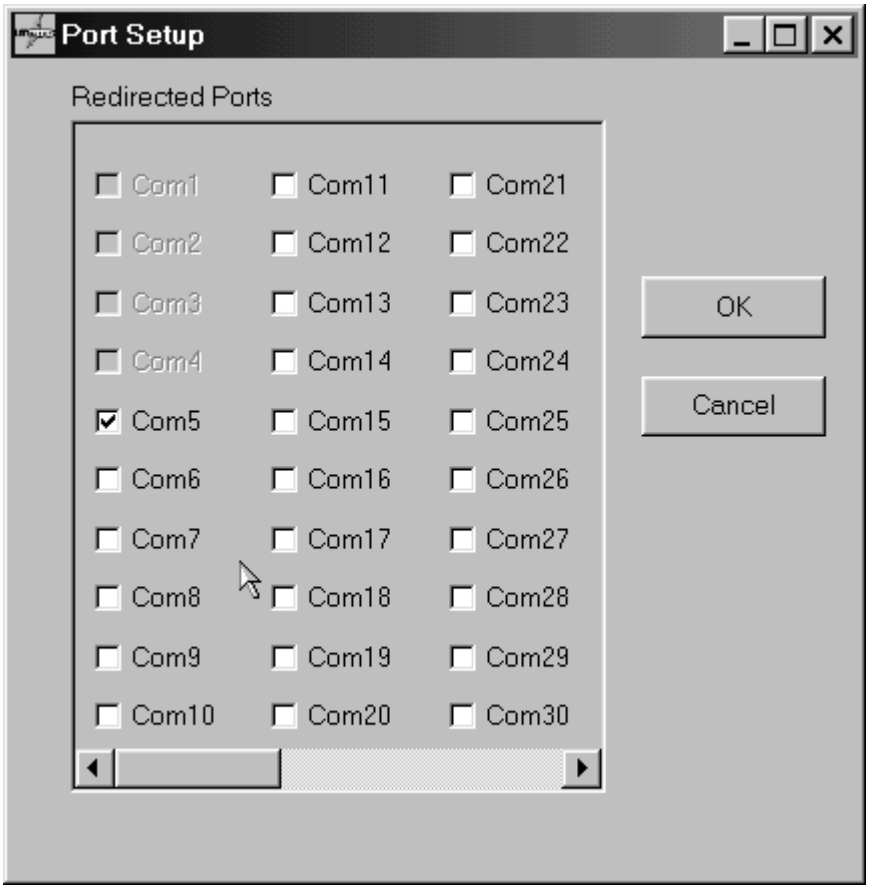


You should have a screen something like this:



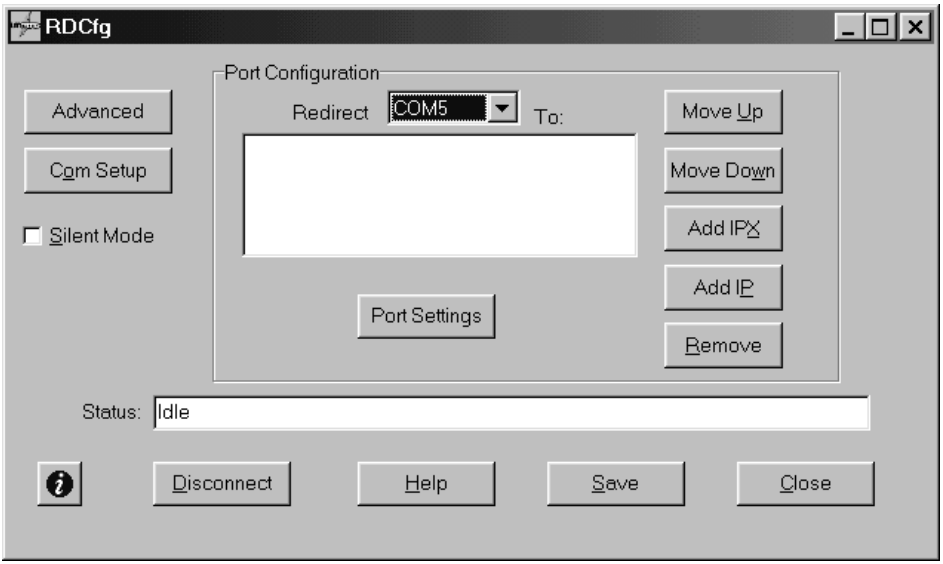
Click the "Com Setup" button

The screen that follows allows you to select a virtual port to create. In this example we have chosen Com5.

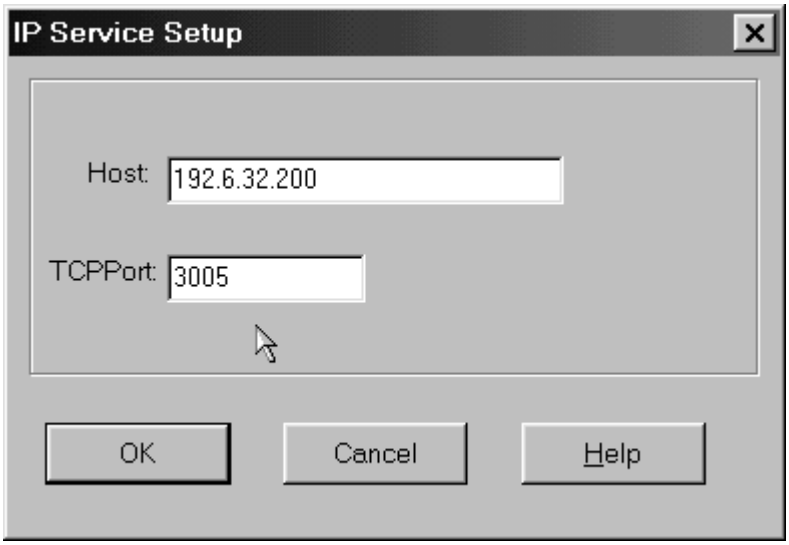

Port Setup
Redirected Ports
Com1
Com2
Com3
Com4
Com5
Com6
Com7
Com8
Com9
Com10
Com11
Com12
Com13
Com14
Com15
Com16
Com17
Com18
Com19
Com20
Com21
Com22
Com23
Com24
Com25
Com26
Com27
Com28
Com29
Com30
OK
Cancel

Click OK

Com 5 should now show in the "Redirect" list box. This will be the virtual com port used to connect to our remote system. Now we need to bind this to the LAN adapter connected to the remote system.

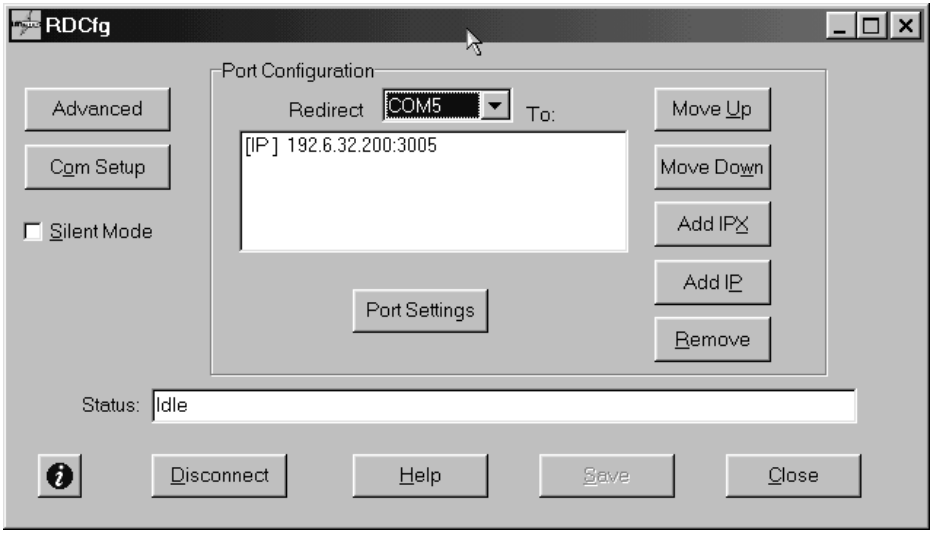


Click the "Add IP" button. The following screen allows us to enter the IP address and port number for the LAN adapter. The factory default IP address is 192.6.32.200. This may or may not be acceptable. Consult the IT department if not sure. If this does need to be changed see the notes latter in this manual. The port number is always 3005.


IP Service Setup
Host:
192.6.32.200
TCPPort:
3005
OK
Cancel
Help

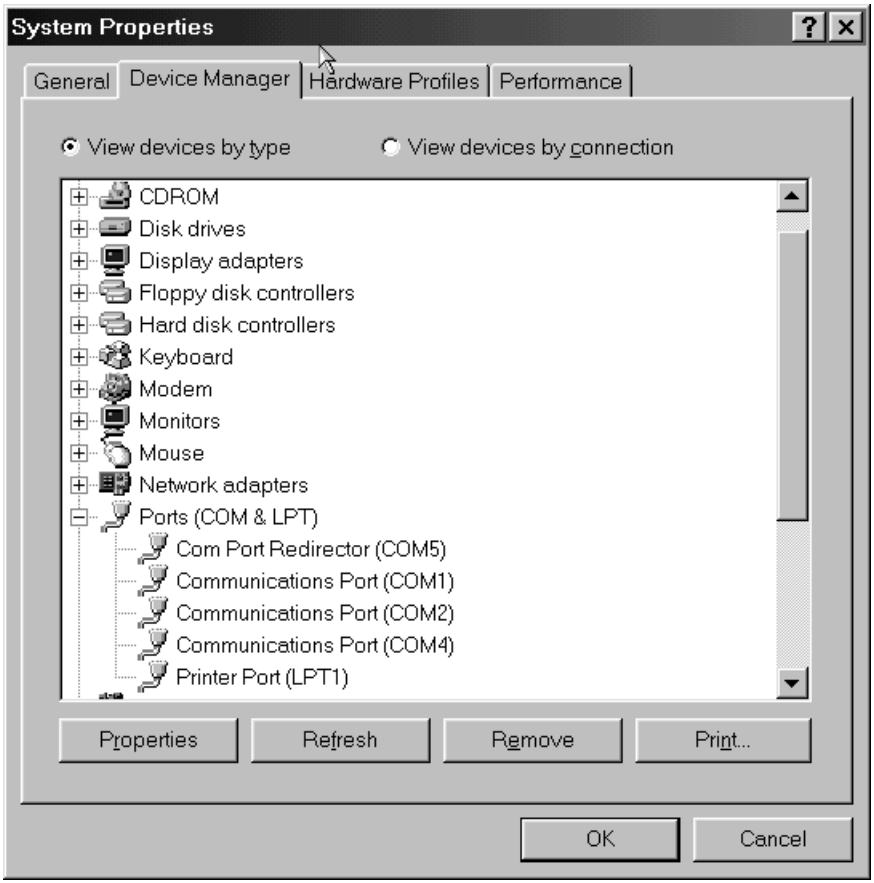
Click OK.

We now have COM5 bound to IP 192.6.32.200:3005



Click Save and then Close. You may be asked to re-boot the PC to make the changes active. Once this is done you can verify the virtual port is setup and waiting.

Go to the control Panel and double click the "System" Icon. Select the Device Manager tab and expand the "Ports" Branch. As you can see in this screen shot we have successfully created Com Port Redirector (COM5).



Using the Redirector

Once installed, the Redirector will load itself whenever a redirected port is accessed by progeny access control software. A status box will appear when the Redirector connects to or disconnects from a service.

Advanced Settings

These Configuration details for LAN Adapter Serial Channel 1 are normally set at factory. They are included here only for those who need to change from system type to another. In addition, the default subnet mask is set to 24 bits.

Changing the IP address from factory default:

1. From windows run a DOS window
2. Start a Telnet session **telnet 192.6.32.200 9999**
3. Use the telnet menu to set configuration

Setting the IP address of unknown adapter:

4. From windows run a DOS window
5. Ping a known good IP address **ping 192.6.32.1**
6. Add the mach address of the adapter **arp - s 192.6.32.200 00-20-54-16-07**
7. Check **arp -a**
8. Telnet (This will fail to connect) **telnet 192.6.32.200 1**
9. Telnet (This should connect) **telnet 192.6.32.200 9999**
10. Use the telnet menu to set configuration

Parameter	Value
Baud rate	19200
I/F Mode	4C
Flow	00
Port	14005
Connect Mode	C0
IP Address (default)	192.6.32.200
Remote Port	14005
DisConnMode	00
FlushMode	80
Pack Cntrl	20
DisConTime	10:00
Sendchar 1	02
Sendchar 2	00

Appendix

Installing Doors Enterprise

The Doors Enterprise software, developed for use with Progeny Access Control Systems can be installed on the following Windows operating systems:

- Windows 98
- Windows 2000 SP3
- Windows NT 4.00 SP6
- Windows XP.

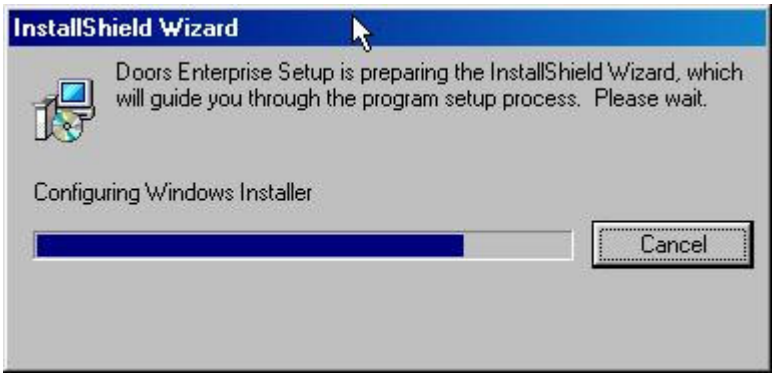
We would recommend that suitably qualified people only install the software, i.e. people who are PC literate and familiar with the Windows operating systems. If you are unsure of how to install software please seek help.

If you are upgrading your Doors Enterprise V5.xx software you must uninstall the existing version first. All your current data will be retained. To do this use the Add/Remove Programs option in Control Panel.

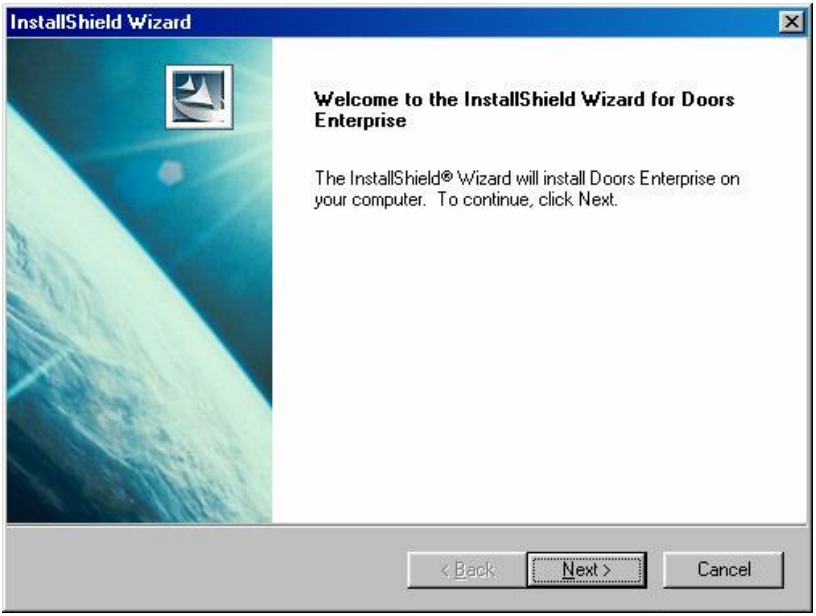
To install the software, run the setup.exe file. You can do this by clicking the Windows **Start** Icon then select **Run** and enter **D:\DoorsEnterprise\setup** (Where **D** is the letter of your CD ROM drive). Then click **OK**. The setup wizard will then guide you through the rest of the install process.

Initially setup files are copied to the computers hard drive. For Windows 98 and NT4, Microsoft Windows Installer will be installed first. Windows 2000 and XP already have this component as standard.

You may be asked to reboot the PC at this stage. Once rebooted the install process will continue.


InstallShield Wizard
Doors Enterprise Setup is preparing the InstallShield Wizard, which will guide you through the program setup process. Please wait.
Configuring Windows Installer
Cancel

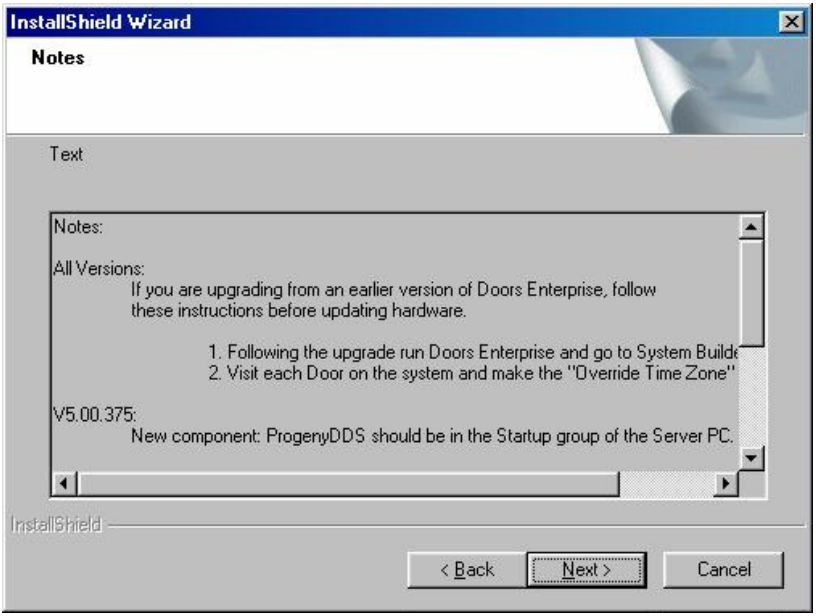
Once all the files are in place you will be presented with the welcome screen:


InstallShield Wizard
Welcome to the InstallShield Wizard for Doors Enterprise
The InstallShield® Wizard will install Doors Enterprise on your computer. To continue, click Next.
< Back
Next >
Cancel

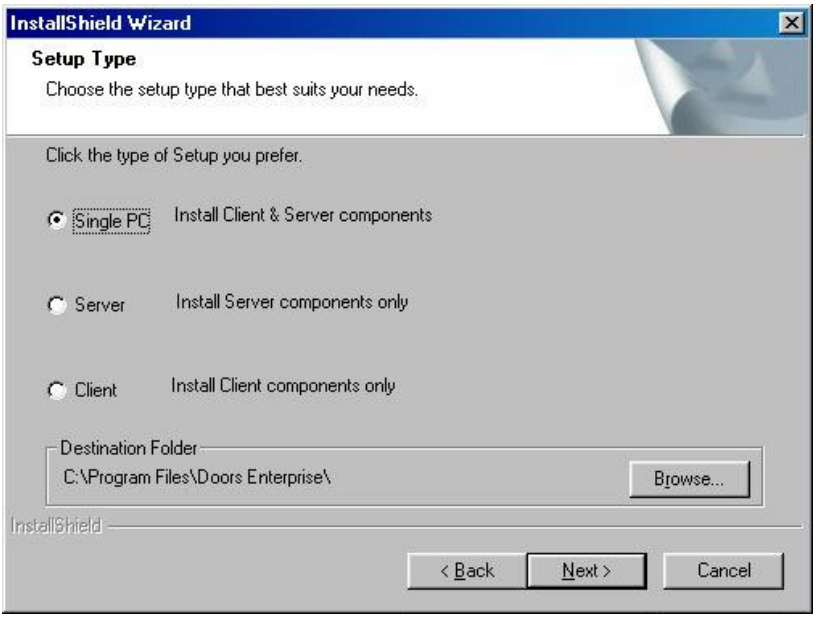
Click **Next**,

InstallShield Wizard
Doors Enterprise License Agreement
Please read the following license agreement. Use the scroll bar to view the rest of this agreement.
Progeny Doors Enterprise License Agreement:
Doors Enterprise Copyright (c) 1990-2002 by BSB Electronics Ltd. All rights reserved.
This license applies to the standard-licensed version of Doors Enterprise. If you have an evaluation version of Doors Enterprise, see the section titled Doors Enterprise Evaluation License.
Your Agreement to this License
Select Yes to accept the agreement.
Select No to cancel the setup.
InstallShield
< Back
Yes
No

The next screen shows the contents of the release notes file. This will have the latest up to date notes for this release of the software.

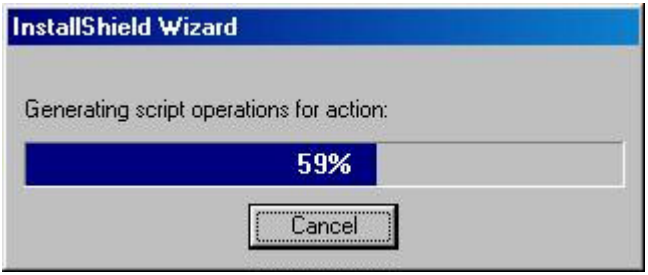

InstallShield Wizard
Notes
Text
Notes:
All Versions:
If you are upgrading from an earlier version of Doors Enterprise, follow these instructions before updating hardware.
1. Following the upgrade run Doors Enterprise and go to System Build
2. Visit each Door on the system and make the "Override Time Zone"
V5.00.375:
New component: ProgenyDDS should be in the Startup group of the Server PC.
InstallShield
< Back
Next >
Cancel

You can now choose which components to install.



You may also select directory where Doors Enterprise is to be installed. If you are happy with the default location, click **Next**. If not click **Browse** to select another.

Click **Next** and the software will start to install. You may be asked to reboot at various stages, please do as directed.



Click **Finish**. The software has now been installed successfully.

Please reboot your PC. The software is then ready to use.

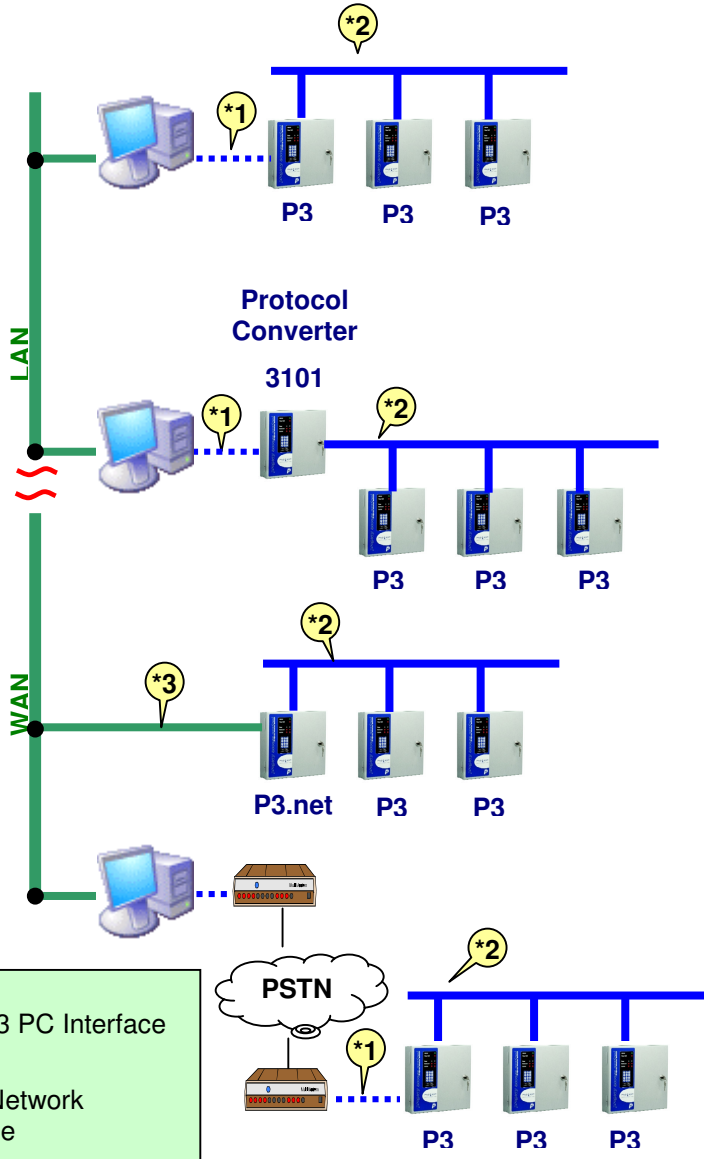
System Specification

MAIN FEATURES	
Multi-Site:	10,000 Sites, 65,000 Doors
Large Database:	10,000 Card Holders
Access levels:	255 per site
Time Zones:	64 per site
Time window:	256 per site
Calendars:	8 rolling 12 month
Daylight Savings	Automatically adjusted at door
Reader technologies:	34 to date plus custom format option
Daylight Savings	Automatically adjusted at door
System integration:	T & A, HR databases, Fire systems etc.
Photo ID	Card design and production
Software Upgrades	Free to registered users
Technical Support	Free to registered users
Strengths	• Fully distributed intelligence Based on proven P1 access controller • Simple system architecture • Designed & manufactured in the UK

Minimum PC Specification

Component	Recommended Requirement
Processor	Intel Pentium® III (300 MHz or higher recommended)
RAM	256 MB or greater
Hard Disk	CD installation: 200 MB before installation and 150 MB after the installation is complete
Display	Super VGA monitor with the screen resolution set to at least 800 x 600, small fonts setting
Operating System	Microsoft Windows NT 4.0 (Intel) with Service Pack 6 installed, Windows 98, Windows 2000, Windows Me, or Windows XP
Privileges	Administrative Privileges on the system
Browser	Microsoft Internet Explorer 5.0 or higher
Mouse	Any compatible pointing device
Keyboard	Standard UK English QWERTY Keyboard
Network	10 or 100 Base T Ethernet adapter
Backup Hardware	CDRW or DAT Tape
Modem	*
Serial Ports	RS 232
Printer	*
Scanner	With TWAIN interface
Digital Camera	With TWAIN interface

Hardware System Diagram



*1 3103 PC Interface Kit

*2 P3 Network Cable

*3 LAN Con 10/100 Base T RJ45 Patch Lead

Diagram: illustrating some of the many way to connect P3 systems to computer

Index

A

Access Level 10, 13, 27, 31, 48, 102
Access Manager 10, 13, 27, 35, 37
Administrator 15
Alarms 10, 83, 84, 85, 86
Anti-Passback 10, 27, 37, 38, 74
  Border Controllers 37, 38
  Discovery Mode 38, 39, 110
  External Members 38
  Internal Members 38

B

Builder 10, 13, 17, 90

C

Card Change Wizard 64, 121
Card Design 10, 27, 28
Card Manager 8, 49, 63, 68, 74, 107
Card OVP 66
Card Pack 10, 13, 23, 27, 30, 48, 99, 105
Connector 12, 13, 18, 24, 93

D

Diagram 128

Door 13, 20, 24, 47, 72, 73, 90, 93, 98, 106

E

Enterprise 8, 9, 11, 13, 14, 17, 83, 86, 92, 94, 96, 99, 101, 111, 121, 125
Event Viewer 9, 71, 72, 79
Criteria 73

F

Floors 9, 44, 81, 83, 84, 85

H

How To 27
Build a System 10, 13, 17, 90
Make a Roll Call Report 9, 21, 22, 74, 110
Make an Event Report 92
Manage Access 27
Manage Cards 49

I

install 121, 125
Interface Controller 39

K

Keyboard 22, 36, 127

L

Local Area Network 95, 112, 115, 119
Log In 13, 14, 22

M

Menu Bar 17, 71, 92
Modem 12, 18, 127

P

Photo Server 12, 88
Photo Watch 9, 12, 87
Pictures 41
Progeny 7, 121

Q

Quick Start Guide 13

R

Reader 21, 22, 36, 39, 48, 61, 90, 106, 126
Report
  Event 92
  Roll Call 9, 21, 22, 74, 110

S

SIM 24, 25, 41
Site 13, 17, 30, 82, 106, 126

Space Zones 10, 27, 35, 37, 39, 75, 110
Spaces 41
System Builder 10, 13, 17, 90

T

Time
Element 32, 33
Zone 10, 22, 27, 31, 32, 33, 48, 126
Time Zones 10, 27, 32, 48, 126

U

Update Hardware 10, 23, 47, 64
Access Levels 10, 27, 31, 48
Card Data 48, 98
Door Configuration 47, 93
Flexi Packs 48
Register Card Packs 48
Sync Date 48
Sync Time 48
Time Zones 10, 27, 32, 48, 126